

ACADEMIC CALENDAR 2013–2014

FALL QUARTER 2013

AUG 12	Report date for full-time military students
AUG 15–23	Orientation for new students
AUG 23	Part-time student orientation
AUG 26	Fall Quarter begins
AUG 26	Convocation (mandatory for full-time students)
AUG 30	Last day to add a course
SEP 2	Labor Day Holiday
SEP 9	Last day to drop a course
SEP 30	Last day to withdraw from a course
OCT 14	Columbus Day Holiday
NOV 1	Last day to submit thesis for December graduation
NOV 5–8	Fall textbook return
NOV 6	Fall Quarter ends
NOV 7–15	Research Period
NOV 11	Veterans Day Holiday
NOV 12	Fall Quarter grades due
NOV 12–22	Textbook Issue for Winter Term

WINTER QUARTER 2013–2014

NOV 18	Winter Quarter begins
NOV 22	Last day to add a course
NOV 27–29	Thanksgiving Recess
DEC 6	Last day to drop a course
DEC 20	Last day to submit T-1 for July graduation
DEC 23	Holiday recess begins
JAN 1	New Year's Day Holiday
JAN 2	Winter Quarter resumes
JAN 8	Last day to withdraw from a course
JAN 20	Birthday of Martin Luther King, Jr., Holiday
FEB 10–14	Winter textbook return
FEB 12	Winter Quarter ends
FEB 13–21	Research period
FEB 17	Washington's Birthday Holiday
FEB 18	Winter Quarter grades due
FEB 18–28	Textbook issue for Spring Term

SPRING QUARTER 2014

FEB 24	Spring Quarter begins
FEB 28	Last day to add a course
MAR 7	Last day to drop a course
MAR 28	Last day to withdraw from a course
APR 28–MAY 2	Spring textbook return
MAY 2	Spring Quarter ends
MAY 5–16	Textbook issue for Summer Term
MAY 7	Spring Quarter grades due

SUMMER QUARTER 2014

MAY 12	Summer Quarter begins
MAY 16	Last day to add a course
MAY 23	Last day to drop a course
MAY 26	Memorial Day Holiday
JUN 9	Last day to withdraw from a course
JUL 4	Independence Day Holiday
JUL 7–11	Summer textbook return
JUL 9	Summer Quarter ends
JUL 11	Summer Quarter grades due
JUL 24	Commencement rehearsal
JUL 25	Commencement ceremony

FALL QUARTER 2014

AUG 11	Report date for full-time military students
AUG 14–22	Orientation for full-time students
AUG 22	Orientation for part-time students
AUG 25	Fall Quarter begins
AUG 25	Convocation (mandatory for full-time students)

NATIONAL INTELLIGENCE UNIVERSITY
STUDENT HANDBOOK
2013–2014

WELCOME TO THE NATIONAL INTELLIGENCE UNIVERSITY.

On behalf of our faculty and staff, I congratulate you on your selection to attend the National Intelligence University (NIU).

Our faculty possesses a rich mix of experience and academic expertise, and represents the Intelligence, defense, law enforcement, national security, and diplomatic communities. NIU is the leading institution in the nation for the study of intelligence and is the only institution of higher learning where students and faculty teach, study, and research in the classified arena.

Right now is an exciting time at the University. We recently celebrated our 50th anniversary and have made important progress toward becoming the center of intellectual activity for the U.S. Intelligence Community. I have no doubt that your experience at NIU will be professionally and intellectually rewarding.

This handbook is meant to guide you through the policies and procedures of the University. I recommend that you thoroughly learn its contents. Most questions you will have while here are answered in this handbook.

I wish you the very best and look forward to meeting each of you during the course of the upcoming year and, most of all, presenting you with your degree at graduation.

RADM David R. Ellison (USN Ret.), Ph.D.

President

National Intelligence University

TO ALL NEW STUDENTS:

Welcome to the National Intelligence University.

As the NIU Provost, it is my pleasure to welcome you to NIU. This is a unique and rigorous institution where you will travel a challenging intellectual line between academic studies and Intelligence Community requirements. You will study a wide range of disciplines that support intelligence work. You will be able to study and conduct research in the classified realm and have the chance to use the knowledge gained in direct support of the U.S. National Security Strategy.

NIU is the only institute of higher learning in the nation that allows students and faculty alike to study, teach, and write in the TS/SCI arena. We encourage you to make the most of that opportunity while you are here. We also encourage you to learn and take advantage of NIU's schools, centers, and unique activities, including the International Intelligence Fellows Program. This will be an exciting and challenging year for you.

If you have any questions after reading this handbook, or if you need any help during your time at the University, please contact your Track Advisor, instructor, or Senior Service Advisor. Our Deans maintain an open-door policy, so you can talk with them as well. The entire NIU faculty and staff stand ready to assist you in any way we can.

Susan M. Studds, Ph.D.

Provost

National Intelligence University

Realize your potential with the leading institution for intelligence education and research.

The National Intelligence University is a dynamic learning community with a professionally diverse student body of over 600, representing a balanced mixture of experience in federal agencies and all branches of the U.S. Armed Services. All students must be employed in the federal government and hold Top Secret security clearances. The University's degrees, the Master of Science of Strategic Intelligence, the Master of Science and Technology Intelligence, and the Bachelor of Science in Intelligence, are authorized by Congress.

The University is a member of the Consortium of Universities of the Washington Metropolitan Area.

ABOUT THIS HANDBOOK

This handbook has been produced by the National Intelligence University to acquaint you with its student services, academic policies, and administrative processes. It is intended as a supplement to the NIU catalog and DIA publications. You should read this handbook when you first receive it and then keep it on hand for easy reference in the future.

The Student Handbook is only a starting point; if, after reading it, you still have questions, please contact the Enrollment Office or any of the departments or offices listed in the handbook for more information.

2013–2014

NATIONAL INTELLIGENCE UNIVERSITY STUDENT HANDBOOK

This Student Handbook was compiled by the National Intelligence University. Any questions, comments, or suggestions concerning this handbook or its contents should be directed to the Dean of the College of Strategic Intelligence and/or the Dean of the School of Science and Technology Intelligence, or the NIU Registrar's Office.

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CAMPUS INFORMATION

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NIU FACILITIES

Located in the Defense Intelligence Agency Headquarters (DIA HQ), NIU facilities consist of classrooms for lectures and seminars, the John T. Hughes Library, and faculty offices on the third and fourth floors. For special events, the University uses the Tighe Auditorium, located off the main foyer of the DIA headquarters.

COLLEGE OF STRATEGIC INTELLIGENCE

Students studying for their Bachelor of Science in Intelligence and Master of Science of Strategic Intelligence degrees do so through the College of Strategic Intelligence. Consisting of more than 50 faculty and staff members, the College of Strategic Intelligence administers the academic programs that serve almost 600 resident/full-time and cohort/part-time students, including curriculum management, instructor assignments, class scheduling, student evaluation, assessment, and liaison with other NIU elements. Managed by a Dean and Associate Dean and with guidance from the Provost, the College oversees the conduct of the MSSSI graduate thesis program and ensures that students receive the help they need to complete theses that make true contributions to the body of knowledge of intelligence. As will be discussed in later sections of this handbook, the College of Strategic Intelligence, along with the School of Science and Technology Intelligence, is the NIU organization responsible for student grading, hearing grievances, and other possible disciplinary actions.

As described in the NIU Catalog, the University includes the Center for Strategic Intelligence Research and the Center for International Engagement. Students are highly encouraged to inform themselves about the various Center activities and participate as much as possible in their programs.

THE ANTHONY G. OETTINGER SCHOOL OF SCIENCE AND TECHNOLOGY INTELLIGENCE

Students studying for their Master of Science and Technology Intelligence do so through the School of Science and Technology Intelligence. Sharing the University's common core curriculum with the College of Strategic Intelligence, the faculty of this school focus on minimizing the impact of and potential for an adversary's innovative use of technology to strategically surprise the United States. This year, we offer concentrations in Weapons of Mass Destruction, Information Operations and Cyber, Emerging and Disruptive Technologies, and Denial and Deception, allowing students to focus their education and thesis research on current and relevant functional topics affecting the nation. At the same time, S&T electives are available that focus on Geostrategic Resources and the environment. School of Science and Technology faculty members and students also support the Centers for Strategic Intelligence Research and International Engagement.

THE JOHN T. HUGHES LIBRARY

The John T. Hughes Library serves as the primary open-source research and information resource for NIU. The library is located on the 4th floor of the DIA HQ. For in-depth information on the

library, please refer to the current John T. Hughes Library Guide or visit the library's website: <http://voyager.dodiis.mil>. Contact a research librarian at 202-231-3837/2551.

THE NIU CENTER FOR INTERNATIONAL ENGAGEMENT

Located on the fourth floor of the DIA HQ Building (Room D4-400), the NIU Center for International Engagement (CIE) represents NIU's outreach to foreign intelligence entities. Through such programs as the International Intelligence Fellows Program (IIFP), Five Eyes (FVEY) Certificates of Intelligence Studies, and numerous conferences, the CIE conducts educational seminars that allow for effective exchanges of information on various topics between U.S. intelligence personnel and intelligence personnel of other nations. NIU students are encouraged to participate in CIE programs when possible.

THE NIU CENTER FOR STRATEGIC INTELLIGENCE RESEARCH

The NIU Center for Strategic Intelligence Research (CSIR) is the focal point of research projects that NIU completes for the Intelligence Community. Located in the same office suites as CIE (D4-400), CSIR manages the NIU Research Fellows Program and the National Intelligence (NI) Press, and provides oversight support of the John T. Hughes Library.

TRANSPORTATION

NIU is accessible by public transportation. Shuttles run from DIA headquarters to Anacostia and L'Enfant Metro stations, and shuttles run to the Pentagon as well as to parking locations on Joint Base Anacostia-Bolling, Washington, DC. Students are eligible for the Mass Transportation Benefit Program to offset the costs of public transportation such as trains, metro-rail, buses, and vanpools. Details can be obtained from NIU-4A at 202-231-3296. The shuttle pick-up is located on south side of DIA HQ, just west of the visitors' entrance.

GENERAL POLICIES AND INFORMATION

GENERAL POLICIES AND INFORMATION

ACCOUNTABILITY

All full-time/resident students in the MSSI, MSTI, and BSI programs are assigned for duty to NIU. Students must either be on duty in the DIA HQ or in the local area, or at a designated location approved by NIU, just like any other duty location. Students on leave will follow their parent organizational leave procedures.

The Department of Registrar and University Admissions (NIU-4B) is responsible for maintaining the local address and telephone number of resident students. NIU-4B will ensure that the SSA, Faculty Track Advisor, College of Strategic Intelligence (NIU-1A), the School of Science and Technology Intelligence (NIU-1B), and University Operations (NIU-4A) are made aware of any emergency involving a resident student. The Military Personnel of University Operations are responsible for coordinating all required Service actions for leaves and liberty/passes, as well as emergencies and hospitalization.

Monday through Friday of each week is considered normal duty time. Civilian resident students and military resident students at NIU can maintain a flexible work schedule. All NIU students are allowed to accomplish their academic research, assignments, and studying at alternate locations (including their residence) as long as they are enrolled in NIU classes, including the thesis completion portion of the program. All students must be on PTDY, TDY, or approved leave if they travel away from the local area while they are completing NIU requirements, while classes are in session, or during research periods between academic quarters. All NIU students must attend all mandatory formations, including academic classes, President's Lecture Series sessions, and any applicable meetings called by NIU personnel.

All military personnel assigned or attached to the University are considered to be on pass or liberty during normal non-duty hours, and pass forms are not required. Passes may be granted for up to four days (96 hours) for staff, faculty, and student personnel in accordance with DIA Instruction 1350.001.

Passes are granted by the respective SSA or supervisor. Pass forms may be obtained from Track Advisors, from administrative personnel throughout the University, or in room E3-934. A signed copy of the pass form must be delivered to NIU-4A (Room E3-934) before any liberty pass commences.

The University maintains a recall system for its students through the Deans and Track Advisors. Students must always maintain accurate information and be in an area, unless on leave, where they can report to the University within three hours of notification. Any unauthorized departures from the duty station can result in loss of clearances and dismissal from the National Intelligence University.

CEREMONIES

Ceremonies associated with promotions and other forms of recognition of students, depending on the size of the event, can be held in many of the NIU class or conference rooms. The University can

provide assistance, including photography and flags. Students must provide their own refreshments and coordinate the entry of uncleared visitors. Contact the University's operations office (202-231-3296/8651) with questions.

CLASSES AT NIU ACADEMIC CENTER AT THE NSA

Students wishing to take classes at the NIU Academic Center at the University of Maryland Center for the Advanced Study of Languages (CASL) need approval from the NIU NSA Program Director, and must provide the following information so that access to the facility can be granted:

Name Place of Birth

Date of Birth SSN

Grade/Rank Organization

If you need additional information, contact the program director by phone at 301-226-9086. For directions to the NIU Academic Center at CASL, please see their website at [node/1161](#). Registration for classes at CASL must be coordinated through the NIU Registrar (Department of Enrollment and Student Services, room E3-849).

CLASSES AT NIU ACADEMIC CENTER AT THE NGA

Students wishing to take classes at the NIU Academic Center at NGA Headquarters, Fort Belvoir, need approval from the NIU NGA Program Director, and must provide the following information so that access to the facility can be granted:

Name Place of Birth

Date of Birth SSN

Grade/Rank Organization

If you need additional information, contact the program director by phone at 571-557-4594. Registration for classes at NGA must be coordinated through the NIU Registrar (Department of Enrollment and Student Services, room E3-849).

CLASSES AT THE NIU EUROPEAN ACADEMIC CENTER

The NIU European Academic Center (EAC) at times has classes taught by NIU main campus faculty via video conferencing (VTC). Students at the NIU main campus or from the NSA/NGA programs wishing to join those classes can do so on a space-available basis and must have clearance from the instructor and the applicable Dean.

CLASSES AT THE NIU SOUTHERN ACADEMIC CENTER

The NIU Southern Academic Center (SAC) has classes taught by NIU main campus faculty via video conferencing (VTC). Students at the NIU main campus or from the NSA/NGA programs wishing to join those classes can do so on a space-available basis and must have clearance from the instructor and the applicable Dean.

CHANGE OF PERSONAL INFORMATION

All changes in personal information, such as change of address, phone numbers, e-mail address, rank, marital status, and emergency contact, must be submitted in written form to the Registrar's Office (Department of Enrollment and Student Services, room E3-849).

CLEARANCE OF DOCUMENTS FOR PUBLIC RELEASE

As a student at NIU, the writing you produce in relation to the graduate thesis, including the finished version, belongs to the federal government. Such writing, produced as part of U.S. Government duties, cannot be copyrighted. The work may be used by DoD or IC officials without specific permission from the author, although acknowledgment of the source is expected. Nearly all theses are posted by the University on the IC's secure web (Intelink).

Security regulations require that any thesis or paper that the author or the U.S. Government wishes to release to the public (beyond DoD or the IC) be reviewed for clearance for public release. See "Publications" later in this section for detailed information on publication.

COMPUTER USE POLICIES, IT SUPPORT, AND STUDENT ACADEMIC COMPUTING

Policies: All users are responsible to respect and value the privacy of others, to behave ethically, and to comply with all legal guidelines regarding the use of electronic data.

University computers or networks will not be used to:

- Install, run, or copy software without a license.
- Conduct commercial business.
- Express animus toward or bias against individuals or groups.
- Transmit offensive material, such as obscenity, vulgarity or profanity, sexually explicit material, name-calling, or cursing.
- Guess or decrypt passwords of other users.
- Deprive authorized users of access.
- Secure a higher level of privilege than allowed by the University.
- Read, copy, change, or delete another user's files or software without his/her permission.
- Gain unauthorized access to remote servers.
- Libel, slander, or harass any other person.

Users will avoid any action that would:

- Damage/modify University hardware or software.

- Introduce computer viruses or other disruptive and/or destructive programs into NIU/DIA networks.
- Degrade performance of a computer system or network.
- Reconfigure University-owned software or hardware to intentionally allow access by unauthorized users or deprive authorized users of access.
- Create unnecessary multiple jobs, processes, or network traffic (e.g., prolonged use of Internet chat, sending e-mail chain letters or mass mailings, or unnecessary use of the “All Students” e-mail address).

Disciplinary Actions: Anyone found to have violated this Computer Use Policy may be subject to suspension of computer privileges and possible disciplinary action, including dismissal, under NIU’s rules for misconduct.

IT Support: NIU uses the North East Regional Service Center (NE RSC)/DIA Service Desk for computing issues. Students can create system requests electronically using eRequestor on JWICS or by calling (202) 231-8000. Network accounts and password resets can be accomplished by visiting the DIA Service Desk located in B1-155.

New network account creation should be requested via the NIU Special Security Office (SSO), NIU-4A. Public Key Infrastructure (PKI) access can be requested via NIU’s PKI Trusted Agents, located in NIU-4C. The following are NIU-4C contact numbers by topic.

Classroom and Student Laboratories

0730-1630 Monday to Friday—NIU IT Support, NIU-4C

(202) 231-0336/1908/2405/5441/5605

All Other Times and Weekends—DIA IT Support, CIO

(202) 231-8000

Blackboard/Jenzabar Issues

Course Registration Issues—Registrar, NIU-4B

(202) 231-3301/4702/3292/2767

System Use or Technical Issues

NIU IT Support, NIU-4C

(202) 231-5441/1908/5605

Computing Devices: Computing media and/or computing devices cannot be moved in and out of the DIA HQ without express approval from the NIU Special Security Office (SSO). CD-R and DVD-R

are the only media to be used, and Security Standard Operating Procedures must be followed at all times. This includes labeling with appropriate classification, content, and owner name. Each media device must be scanned prior to introduction into any NIU equipment. The media will acquire the classification of the system into which it is introduced. For example, an unclassified disk or CD will become classified once loaded into a SIPR or JWICS device. Classification labels must reflect this after use.

Once the media (CD/DVD) are classified, they cannot be put back into an unclassified system. All media brought in from outside the DIA HQ must be scanned before they are used in DIA systems. Scanning services are provided by NIU IT Support and DIA IT Support.

Laptops, tablets, BlackBerry smartphones, thumb drives, cell phones, and any other unauthorized media or equipment cannot be brought into the DIA HQ. Any such items will be confiscated and the offender's accesses and security clearance potentially revoked.

File transfers between classified and unclassified networks must be coordinated with IT personnel. Additional IT information will be available on the University's shared drives and Blackboard systems.

Student Academic Computing: All NIU students are assigned computer access and e-mail accounts for the three main networks: JWICS, SIPRNet, and NIPRNet. These accounts can be used for completing coursework, research, and communication purposes. The Department for Educational Technology provides computing and support for students. NIU's student laboratories and classrooms, located in rooms C3-200, C3-245, C3-246, C3-850, C3-852, and C3-854, offer students several types of workstations for both course-related and individual learning projects.

Students are also provided accounts for NIU's learning management systems: Student Information Management System (SIMS)/Jenzabar Internet Campus Solution (JICS) and Blackboard. SIMS/JICS contains official student records, contact information, and grades, and allows for online registration. Blackboard offers online access to course materials and student/faculty communication. Blackboard exists on both the JWICS and NIPRNet networks.

The Registrar's office, in collaboration with the NIU Deans, creates and populates the SIMS/JICS system with each course information and registration. The JWICS Blackboard is loaded or updated automatically with the SIMS/JICS data. At key dates in the academic year (beginning of a quarter), the NIPRNet Blackboard is automatically loaded or updated. NIU-4C will synchronize the data content of both Blackboard versions manually as needed.

At no time is food or drink allowed in the computer laboratories or close to classroom electronic equipment. The University houses five videoconference-capable classroom facilities. The classroom layouts vary but may include flat-panel televisions and the ability to project overhead slides and high-resolution photography. The audiovisual components in each classroom include access to JWICS, SIPRNet, and NIPRNet networks, and DVD/Blu-ray equipment.

Only the CIO and NIU-4C offices' personnel will remove, disconnect, replace, or add equipment to computer laboratories and classrooms. Equipment in the computer laboratories and classrooms is not to be used for activities unrelated to NIU-related research, classwork, or duties.

All users are responsible to respect and value the privacy of others, to behave ethically, and to comply with all legal guidelines regarding the use of electronic data.

COPYRIGHT COMPLIANCE FOR FACULTY AND STUDENTS

Reproduction of copyrighted materials at the National Intelligence University is governed by the Copyright Law of the United States (<http://www.copyright.gov/title17/>).

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (Title 17, U.S. Code). The rights granted by the Copyright Act are intended to benefit "authors" of "original works of authorship," including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. Copyright law does not protect ideas, data, or facts.

In the United States, the general rule of copyright duration for a work created on or after January 1, 1978, is the author's life plus 70 years after the author's death. Works created by companies or other types of organizations generally have a copyright term of 95 years.

Fair Use: The Fair Use Doctrine is a limited exception created by law so that copies may be made for certain non-profit, educational, or other purposes without the copyright owner's permission. The Fair Use Doctrine is outlined in the Copyright Act at Section 107.

For the purposes of research, lesson preparation, teaching, etc., faculty members are allowed to make one copy of a book chapter; an article from a periodical or newspaper; a short story, essay, poem, etc., whether or not from a collected work; or a chart, diagram, graph, drawing, cartoon, or picture from a book, periodical, or newspaper.

Multiple copies, not to exceed more than one copy per student, may be made by the faculty member, provided that the work meets all the requirements set forth in the Fair Use Doctrine, www.copyright.gov/circs/circ21.pdf (tests for Brevity, Spontaneity, and Cumulative Effect) AND each copy must include the following copyright statement:

"This Material May be Protected by Copyright Law (Title 17, U.S. Code)"

BREVITY: The amount of copying is limited as follows: The amount of copying for prose should not exceed 10 percent of the words in the work. If a chart, graph, diagram, drawing, cartoon, or picture is copied, no more than one such illustration is copied per book or per periodical issue. If a poem is copied, the poem or the excerpt is less than 250 words and is printed on no more than 2 pages.

SPONTANEITY: This requirement pertains to reproduction of material for classroom use, where the reproduction is unexpected or spontaneous—for example, where an article in the morning's paper is directly relevant to that day's class topic.

CUMULATIVE EFFECT: The copying is for a single course only—not to be reused in future iterations of the course without securing copyright compliance.

If your use does not meet the above criteria and the work is protected by copyright, you most likely need to obtain permission to use the work from the copyright holder or its agent. The following chart outlines various ways to use materials in your classroom without violating copyright.

Copyright and Foreign Works: The United States is a member of the leading international copyright treaty, the Berne Convention. As such, when a student or faculty member of NIU uses a copyright-protected work from another country, the protections provided to works by U.S. copyright law automatically apply to the use of that work as well (assuming the use takes place in the United States). The Copyright Clearance Center has many reciprocal licenses to allow use of materials from other countries.

Responsibilities: Responsibility for ensuring compliance with copyright requirements, including reproduction under the Fair Use Doctrine, rests with the individual faculty member. When requesting copyright clearances, there are some additional restrictions and allowances to consider:

- When it comes to copyright, digital works are no different than printed works. Reuse of digital material—in its original electronic format or converted by the user from a print format—often requires the permission of the copyright holder, just as reuse of printed material does.
- Book materials: for a reserve reading to fall under the category of “fair use,” it must meet the standards outlined above. The library will place any book on the reserve reading shelf as requested by faculty. For the scanning and posting of electronic materials, for each title selected no more than one chapter will be considered for posting. Each title must be cleared through the Copyright Clearance Center against the Academic Copyright License. If the title is not covered by our license, fees must be paid before the materials can be posted. Please keep in mind that these fees are assessed EVERY semester. Please consider this fee when deciding on using electronic reserves as opposed to supplying the students with the text.
- Journal articles: The John T. Hughes Library follows the Commission on New Technological Uses of Copyrighted Works (CONTU) guidelines for defining “aggregate quantities.” The CONTU guidelines state that requesting and receiving more than five articles from a single periodical within a calendar year or a total of six or more copies of articles published within five years prior to the date of request would be too many under CONTU.
- Use of electronic materials licensed by DIA or the IC: The John T. Hughes Library and other IC-available sources have paid subscription licenses for commercial content available electronically. Each commercial vendor includes its own reuse rights. The license's terms

and conditions must be consulted to determine permissions. However, providing an electronic link to the material is allowed under copyright.

- Photocopying: A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks all require permission. The following notice is placed by all photocopiers in the University and the John T. Hughes Library:

“The Copyright Law of the United States (Title 17 U.S. Code) Governs the Making of Photocopies or Other Reproductions of Copyrighted Material. The Person Using This Equipment is Liable For any Infringement.”

How to Obtain Copyright Permission: Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. Once you have identified the materials you wish to use and have determined that copyright permission is required, the staff of the John T. Hughes Library will assist you. It is the library’s policy for students and faculty to request permission in writing and to ensure that the library’s Copyright Officer has a copy of each permission form or letter. Request forms can be obtained from the Copyright Officer in the John T. Hughes Library.

For assistance in obtaining copyright permissions, please contact the library:
JTH_Library@dodiis.mil

Since responsibility for copyright compliance rests with the user, this summary provides general information and tools to assist you in making informed decisions regarding appropriate use of copyrighted materials. If more information is needed, please refer to the following sources:

Additional web resources:

U.S. Copyright Office
<http://www.copyright.gov>

“Reproduction of Copyrighted Works by Educators and Librarians”
<http://www.copyright.gov/circs/circ21.pdf>

Copyright Clearance Center
<http://www.copyright.com>

“Resources for Reaching Faculty; Using Copyrighted Works in Your Teaching—FAQ”
<http://www.knowyourcopyrights.org/resourcesfac/faq/>

DIA OCCUPATIONAL SAFETY, HEALTH, AND ENVIRONMENTAL POLICY

The safety and health of our students, faculty, and staff occupy the highest priority for the National Intelligence University. All personnel must be aware of hazards; correct what safety dangers they

can; and report unsafe conditions, defective equipment, and poor safety practices to the NIU Safety Officer.

DRESS AND UNIFORM STANDARDS

As stated in the NIU Catalog, military students will conform to their respective service's uniform for the Washington, DC, area. Civilian students will dress in tasteful and professional business casual attire in keeping with that worn by their parent agency. Gym attire and recreational clothing is not allowed in NIU classes.

DIPLOMA ORDER FORM

All students must complete and submit the NIU Diploma Order Form not later than the first day of classes of the Spring Quarter for the year in which they intend to graduate (February 24, 2014, for the current academic year). Forms are posted on Blackboard and available on the University's shared drives (JWICS and NIPRNet). See the Registrar in the Department of Enrollment and Student Services, Room E3-849, with any questions.

DUTY HOURS

Core office hours at NIU are 0800–1600 Monday through Friday. Classes for full-time resident students are scheduled during those times. Instructors will also hold office hours during the core office hours unless they are on telework or on a weekend or evening teaching schedule. The University also schedules evening classes from 1800 to 2040 in the Fall, Winter, and Spring Quarters, and from 1800 to 2120 in the Summer Quarter.

ELECTRONIC EQUIPMENT IN THE DIA AND NIU

Employees and students are permitted to use and retain receive-only pagers, electronic spellcheckers, radios, and audio players with no recording capabilities. Two-way personal electronic devices (PED), such as cell phones, BlackBerry smartphones, Palm Pilots, etc., must be stored in the lockers provided by the entrances to the DIA HQ or left at home or in a parked vehicle. In addition, no PEDs may be connected to any DIA or government-owned computer system.

For further guidance, please review the PED policy at Enclosure 2 to DIA Instruction 8460.002.

SECURITY

To pass SCI accesses to another Agency, students must complete DIA Form 128, the Collateral Clearance DIA Form 28, at least two weeks in advance of the trip, and process it through the NIU Security Officer in room E3-643.

Problems with security hardware, including security locks, safes, vaults, combination locks, STU phones, and doors, must be reported to the University Security Officer at (202) 231-2768/0332. Please have name, phone number, location, and type of problem available when notifying Security. After-hours situations can be reported to DIA Security at x6122.

Please familiarize yourself with the published Security Standard Operating Procedures. A copy can be acquired from the Security Officer, room E3-643. All security violations or infractions must be reported immediately to the Security Officer. The Security Standard Operating Procedures

Handbook, which covers physical security, personnel security, classified destruction, microcomputer security procedures, and student access to ORCON material, will be provided via e-mail. Please be familiar with the procedures. If you need a copy, you can acquire one from the security office. Students with specific questions concerning the security requirements or security support can call the University Security Officer at 202-231-2768/0332 or DSN 428-2768/0332.

Any easily transportable personal electronic device (PED) that has a capability to record, copy, store, and/or transmit data, digital images, video, and/or audio is prohibited in DIA HQ. Examples of PEDs include laptop, BlackBerry smartphone, thumb drive, cell phone, MP3 player, iPod, Kindle, Nook, and Neo. Any such items will be confiscated if found, and the offender's accesses and security clearance potentially revoked. If you arrive by public transportation and are unable to lock your device in a private vehicle, the PEDs must be turned off and stored in the lock boxes throughout the DIA HQ building.

EMERGENCY DATA

All students must complete and maintain accurate emergency contact information in written form in the Registrar's Office.

EMERGENCY EVACUATION

Exit the building via the emergency stairwell nearest your location. Do not use any elevators or escalators unless they are the only way available. Move away from the building after exiting and proceed to the assigned assembly area west of the DIA HQ, across Chappie James Boulevard and just south of the corner of Chappie James and Access Road. Report to your supervisor or Track Leader. Supervisors, Track Leaders, and instructors will report missing personnel to the evacuation coordinator.

EMERGENCY LEAVE

The term "emergency leave" normally applies only when leave is granted to service personnel as a result of death or serious illness in the immediate family. Emergency leave normally requires Red Cross verification. Therefore, it is beneficial for family members to contact their local Red Cross Office and request your presence. The Red Cross will then notify the DIA Watch Center, the Service Element Commander, DIA, or the Service controlling element. One of these elements will then contact OHR, and OHR will assist NIU-4A in processing the necessary paperwork and notifying the individual and his/her SSA. For U.S. Marine Corps students, Red Cross notification will normally be made through the Commanding Officer, HQ Battalion, Headquarters Marine Corps, during normal working hours, or the HQ Battalion Officer-of-the-Day after normal working hours and on weekends and holidays. HQ Battalion will then assist in notifying the individual and processing necessary paperwork.

EMERGENCY NOTIFICATION

If a student must be notified of an emergency or other urgent event, he or she can be contacted via the Enrollment Office at 202-231-4702/3282 or DSN 428-4702/3282. After-hours emergency calls should go to the DIA Situation Center at 202-231-1900. Recalls will be accomplished by student track listings as compiled by the NIU Registrar.

GOVERNMENT TRAVEL WHILE A STUDENT AT NIU

All travel associated with NIU responsibilities and taskings is conducted through the Defense Travel System. This system must be used to make airline, hotel, and rental vehicle reservations. All personnel traveling must do so on a Government travel charge card for airline tickets, hotel reservations, and rental vehicles.

Those who do not have a Government travel charge card must obtain one, and those who already have one must have it transferred to DIA. The NIU Department of Operations is the point of contact for travel charge card applications and questions, and can be contacted at 202-231-3358 or in room E3-934.

HOUSEKEEPING

All personnel are required to keep their work areas, lockers, lounges, classrooms, copier areas, and shredder areas as clean and orderly as possible and to clean up after their use.

At the end of class, students and faculty must make sure that the classroom overhead projector and screen are turned off. Students and faculty must also make sure that any cups, food containers, wrappers, and other trash are collected and placed in trash containers outside the classroom for pick up by janitorial services.

Students and faculty must also replace/move back any classroom furniture or equipment they may have taken out or moved for their class activity.

The Student Leader will coordinate with the student tracks to ensure that the refrigerators and microwaves in the student lounge area are cleaned daily and inspected weekly.

HUMAN SUBJECTS RESEARCH POLICY

The National Intelligence University protects the rights of all human subjects in conducting research as expressed by DoD Directive 3216.02, Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research.

NIU will adhere to these principles in all research involving human subjects. Specific plans for data collection via surveys or interviews (for example, for coursework, as well as for a thesis) must be approved through the Center for Strategic Intelligence Research (CSIR). The Director of CSIR serves as the NIU Institutional Review Board (IRB) Administrator, ensuring the review, status, prioritization, and approval of human subjects research for the IRB. The Director of Institutional Effectiveness serves as the Human Protection Administrator for the Human Research Protection Program/NIU IRB, ensuring that appropriate oversight mechanisms, policies, and procedures have been implemented to guarantee compliance and assurance with the DHHS/DoD determinations of the IRB.

INACTIVE STATUS

Students who do not register for classes for two consecutive terms and who are not, for example, on a leave of absence due to a prearranged deployment or sick leave will be placed on inactive status. To reactivate, students must submit a written request to the Enrollment Office no later than eight

weeks prior to the start of a new academic year. Missing MCR 704 for either two consecutive terms or two terms in a four-term period is grounds for dismissal.

INCLEMENT WEATHER, NIU CLASSES, AND FEDERAL GOVERNMENT OPERATIONS

The University will use the Office of Personnel Management (OPM) Federal Government's Operating Status as a guide to determine if any changes in the normal class schedule are warranted. Students should listen to local media outlets and check the OPM website, www.opm.gov/status, or telephone (202) 606-1900 to determine the Federal Government's Operating Status.

The following rules apply for classes based on OPM status:

- **OPEN:**

All classes will be taught on the normal schedule.

- **OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK:**

The University will operate on schedule. Instructors are expected to conduct class and students are expected to attend. Students and instructors without class that day do not need to come to the University, but should annotate their timecards appropriately. If on a Monday, the President's Lecture Series (PLS) will proceed, unless the speaker cannot attend. Students will be notified via e-mail if the PLS is cancelled.

- **OPEN—XX:XX HOUR(S) DELAYED ARRIVAL—WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK**

or

- **OPEN—DELAYED ARRIVAL—EMPLOYEES SHOULD REMAIN OFF THE ROADS UNTIL XX:XX. FEDERAL OFFICES WILL OPEN AT YY:YY. EMPLOYEES HAVE THE OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK:**

Classes normally starting before the delayed arrival time will be cancelled; all other classes will be held at the normally scheduled time. The usual delay time is two hours. In these instances, the early morning classes (0800–start time) will be cancelled, but the classes for the remainder of the day will begin at their normal time.

- **IMMEDIATE DEPARTURE—FEDERAL OFFICES ARE CLOSED:**

All classes and University functions will be cancelled.

- **OPEN—XX HOUR(S) STAGGERED EARLY DEPARTURE**

OR:

OPEN—XX HOUR(S) STAGGERED EARLY DEPARTURE—EMPLOYEES MUST DEPART NO LATER THAN XX:XX AT WHICH TIME FEDERAL OFFICES ARE CLOSED:

At the time of the announced early dismissal, classes will be cancelled for the remainder of the day effective with stated “early departure” or “depart no later than” time. Classes in progress will be notified and cancelled as of that time.

Make-Up Classes: Cancelled classes will be made up. Make-up sessions due to interruption or cancellation will be arranged by the instructor and communicated to students via e-mail, via Blackboard, and/or during the next class.

LEAVE, PASSES, AND ABSENCES FOR CIVILIANS

During those periods when classes are not scheduled, resident full-time students are to remain in the local area and conduct their University- related research or course preparation. If departing the local area during normal work days (Monday through Friday, 0800–1600), students must be on TDY, permissive TDY, leave, liberty, or pass. This is the case when classes are in session and when they are not.

Civilian students must coordinate all leave, passes, absences, and TDY travel with their Time and Attendance Approving Official, their Track Leader, and the University Administrative Officer at 202-231-3068. DIA civilian employees remaining in the local area and not engaged in University research, thesis, or course preparation must report to their parent office.

LEAVE, PASSES, AND ABSENCES FOR MILITARY

Each military student has a Senior Service Advisor (SSA) who is a military faculty member at the University. For the purpose of accountability, the Senior Service Advisor acts as the immediate supervisor of their assigned students for all service-related and delegated authority matters, including leave and liberty/pass policies and procedures, and establishes clear accountability procedures with each student and the student’s Track Leader. Military students are responsible for complying with applicable Service regulations and will ensure that their Senior Service Advisor and Track Leader are aware of their leave, liberty/pass plans, or absences.

Although each service has unique and specific regulations governing leave, passes, or absences, all Services require proper accountability of assigned personnel in accordance with DIA Instruction 1350.001, Military Personnel Administration, 4 June 2010, and Service regulations. Military leave forms may be obtained from the online eForms available for each Service at the DIA JWICS homepage. All leave forms must be processed through NIU-4A to OHR or the controlling element (for example, Fort Belvoir for certain Army students).

Like their civilian colleagues, military members must remain in the local area when classes are not in session unless they are on leave, TDY, permissive TDY, liberty, or pass. Air Force students will use LeaveWeb, with the Senior Service Advisor as the supervisor.

In accordance with Service directives, all leaves and passes begin and end in the local area. All military must take leave or a pass over weekends and holidays if they are not in the local area.

LOCKERS

Lockers are issued to students to store their classified materials and other items needed for class. They will be issued to full-time students during orientation and part-time students during their first quarter of enrollment. NIU-4A military personnel in room E3-934 oversee this process.

MEDICAL PROFILES AND WAIVERS

NIU fully supports reasonable accommodation for all persons with medical profiles and/or disabilities. All students on any form of medical profile or with any medical disability must notify and provide medical documentation, describing the physical limitations and/or needed accommodations, to the NIU Operations office. Students must also make sure that appropriate documentation has been provided to their controlling service personnel office.

OUT-PROCESSING

Upon completion of the MSSI, MSTI, or BSI program, students must formally out-process from the University. This includes clearing through several offices, such as book issue, travel, personnel, enrollment, security, and senior service advisor, and terminating all computer accounts.

Additionally, all materials must be returned to the John T. Hughes Library before students depart the DIA HQ, even if they are still working on their thesis. Students must also complete the end-of-course survey. Failure to accomplish these items could result in not receiving the diploma, a late training report, or notification to gaining organization. Students will be debriefed by the DIA SSO before graduation/departure.

PERSONAL ELECTRONIC DEVICES

Any easily transportable electronic device which has a capability to record, copy, store, and/or transmit data, digital images, video, and/or audio is prohibited in DIA HQ. Examples of PEDs include: laptop, BlackBerry smartphone, thumb drive, cell phone, MP3 player, iPod, Kindle, Nook, or Neo. Any such items will be confiscated if found and the offender's accesses and security clearance potentially revoked. If you ride the Metro, the PEDs must be turned off and stored in the lock boxes throughout the DIA HQ bldg.

REPRODUCTION/DUPLICATION OF COPYRIGHTED MATERIALS

Reproduction of copyrighted materials at the National Intelligence University is governed by the Copyright Law of the United States (Title 17, United States Code).

Please refer to the library's website for more information on copyright and fair use. When reproducing published materials, students need to have a basic understanding of the Fair Use Doctrine. The Fair Use Doctrine is a limited exception created by law so that copies may be made for certain non-profit, educational, or other purposes without the copyright owner's permission. The Fair Use Doctrine is outlined in the Copyright Act at Section 107.

Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship, and research.

Students with questions regarding the reproduction of copyrighted material should check the library website or with one of the reference librarians in the John T. Hughes Library.

SECURITY CLEARANCE REQUIREMENTS

All students must have a final Top Secret Clearance and be SCI indoctrinated.

This clearance needs to be maintained to cover the entire year at NIU. Students attending the University full-time must have their servicing organization (e.g., Air Force, Navy, Marine, Army, and Coast Guard) SSO certify their clearance and SCI access for the entire school year. Full-time military students must contact their services as follows:

U.S. Army: Send a Transfer-in-Status to:

PLA: SSO INSCOM

JPAS SMO CODE: W00YAA3

POC: Fonseca, Maria

E-mail: maria.d.fonseca3.civ@mail.mil

Phone: (703) 428-4806

As students process in at HQ Special Activity, they MUST also process in with:

Mr. Michael Anderson

HQ Building, 9820 Flagler Road, Building 269

Room 129

Ft. Belvoir, VA

E-mail: michael.e.anderson32.civ@mail.mil

Phone: (703) 805-2952

U.S. Army students assigned to Ft. Jackson, SC, contact:

Mr. Lovell Sample

E-mail: lovell.sample.civ@mail.mil

Phone: (803) 751-5381

U.S. Marine Corps: Send a Transfer-in-Status to:

PLA: CMC//SSO//

JPAS SMO CODE: 540080083

Nichole Burke, Phone: (703) 614-6508 or LCPO Ferguson, (703) 614-3350,

E-mail: hqmc_intel_SSO@usmc.mil

U.S. Navy: Send a Transfer-in-Status to:

PLA: SSO ARLINGTON

JPAS SMO CODE: N326662

POC: Lindsay Williams

E-mail: lindsay.williams@navy.mil

Phone: (703) 695-8909

or

Mr. Daniel Breazeal

E-mail: daniel.breazeal@navy.mil

Phone: (703) 695-8919

U.S. Air Force: Send a Transfer-in-Status to:

PLA: SSO USAF

JPAS SMO CODE: SSOUSAF2

POC: Maria Martinez

maria.martinez@pentagon.af.mil

Phone: (703) 697-0673/DSN: 227

or

A.J. King

E-mail: Aj.king@pentagon.af.mil

Phone: (703) 614-8030

U.S. Coast Guard:

POC: Jeffrey H.

E-mail: Thorton@USCG.mil

Phone: (202) 372-2752/2750

Individuals enrolled at the NGA and NSA satellite programs and all part-time students, including the Monthly Reserve/Executive Format students, must ensure that their clearance and SCI access are certified by their SSO to DIA prior to attending any classes.

All students should send their clearances via Special Security Office channels as follows:

SSO//DAC-3C/NIU// or via JPAS SMO CODE: DAC3C

Include the statement: Pass to National Intelligence University

ATTENTION: Security Officer.

Students who do not complete this risk losing their admission to NIU even if they have already completed a permanent change of station move. Students that change organizations while attending NIU must report the change to NIU Security and admissions.

SECURITY SUPPORT

All classes at NIU are taught in a compartmented security environment and much of the subject material is classified. Students must review their materials daily to ensure that they do not mistakenly remove classified materials from the University. To avoid possible security violations, students must:

- Use appropriate cover sheets for all classified material.
- Not mingle classified material with unclassified material.
- Organize books, handouts, briefing materials, and notes separately between classified and unclassified.
- Store all classified material in a secure locker and not leave classified materials out and unattended.
- Destroy all classified materials that are no longer needed. Do not allow them to accumulate in the secure locker or anywhere else within the University.
- Check briefcases and book bags every day before leaving the University.
- Make sure there are no classified materials there before leaving the University for the day.

STUDENT AWARDS

For the awards given by the University to students for outstanding research, theses, academic performance, and leadership, the Deans will convene committees at the end of the Summer Quarter for each award. The Deans are the final approving authority for the academic awards. The complete listing and description of these awards can be found in the NIU Catalog.

For military or professional community awards, the NIU President will approve and sign necessary nomination forms. The Deans will sign as the recommending official on all military personnel assigned to the school and are responsible for ensuring that all military awards are submitted in

final form in accordance with DIA Instruction 1348.001, Military Personnel Awards, December 5, 2008. NIU-4A is responsible for reviewing award recommendations to ensure proper and timely completion, assisting in obtaining signatures on completed recommendations, and forwarding recommendations to the DIA Military Personnel Division Awards Branch (OHR) for further processing.

The award recommendation will be prepared by the appropriate individual in draft, in accordance with DIA Instruction 1348.001, and forwarded to NIU-4A. Recommendations must show that there was (were) meritorious achievement(s); achievements were accomplished in an outstanding manner; and specific accomplishments of an individual contributed in a meritorious way to the work (mission) of DIA. Recommendations must not be based upon the normal performance of duty expected of all assigned individuals.

NIU-4A will review the draft version and return for final preparation by the originating element. After corrections have been made, a final recommendation is prepared and forwarded for signatures by the Deans and President. Once signed, the recommendation packet should be returned to NIU-4A for final processing. The signed recommendation is then forwarded by NIU-4A to OHR for further processing.

STUDENT EVALUATIONS

All students will receive evaluations while at the National Intelligence University. Military students will receive a Training Report and, if necessary, an annual evaluation. These will all be accomplished by the various Senior Service Advisors. Civilian State Department students will receive a training report, while all other civilian students will receive their evaluations from their parent organization.

Military students are responsible for ensuring that their Senior Service Advisor is aware of significant accomplishments undertaken or completed during the reporting period. Resident students will normally require a report upon graduation or departure from the University. Senior Service Advisors are responsible for drafting the report and ensuring its completion (including all signatures) and routing to the Service for the student's personnel record. NIU does not write any reports for part-time students.

Evaluations have a substantial influence on important personnel actions that will take place during a military career, such as assignments, promotions, and schooling. The Senior Service Advisors are responsible for ensuring that military students and faculty personnel from their respective Services complete reports on time and with appropriate wording and markings, in accordance with DIA Instruction 1350.001 and Service regulations. Military report forms may be obtained from the online eForms available for each Service at the DIA JWICS homepage and are processed through OHR or the controlling element (for example: Fort Belvoir or Fort Jackson for Army students).

NIU-4A is responsible for monitoring the prompt and accurate completion of military efficiency, fitness, and effectiveness reports. NIU-4A reviews all reports prior to forwarding to OHR. NIU-4A will assist in the preparation and completion of student reports and will provide guidance for completion of staff and faculty reports. Evaluation, fitness, and effectiveness reports are deemed to

be of a privileged nature. Distribution and handling within and between offices will be by means that keep the information protected. Reports requiring the NIU President's signature will be forwarded to NIU-4A for review prior to signature. At no time will reports be forwarded to OHR or the controlling element directly by any University element other than NIU-4A.

Reservists assigned to active duty at the University will normally require a report only if they serve for two or more weeks. Timeframes are determined by the respective Service.

STUDENT ORGANIZATION AND FACULTY SUPPORT

All students are placed into tracks in order to bring members from the various services and agencies together for study and interaction. Each of these tracks has an advisor from the faculty and a student Track Leader. The senior student in your class will become the class leader, and he or she will coordinate student-initiated activities. All students will be scheduled to take their core courses with their tracks. Students will not switch from their track to another track's core course class without specific written approval from their respective Dean.

Track Advisors act as the immediate supervisor of their assigned students for all academic matters. Students will also have the Senior Service Advisors (SSA) available for both military and civilian students. SSAs are there to help with issues regarding their parent Service's or organization's requirements. The Track Advisor from the faculty plays an important role, as he or she is your primary academic advisor.

Another important point of contact is your Program Director. The BSI, MSSl, and MSTI programs have directors who will work with your Track Advisors, course instructors, and Senior Service Advisors to support your professional and academic needs. Students enrolled in the NGA and NSA programs should start with their respective Center Program Directors.

SUBMISSION OF TRIP REPORTS

Students who receive travel funds from the University are required to submit trip reports to their respective Dean's Office within 15 days following the completion of travel. These reports should include information on the purpose of the trip, amount claimed on the voucher, and accomplishments on the trip, such as personnel interviewed, research sites visited, and research completed.

ACADEMIC POLICIES

ACADEMIC POLICIES

ABSENCES

Personnel must clear absences by 0900 hours on the next duty day. Students are responsible for calling NIU-4B to report an absence on a regular class day when emergencies or illness prevents them from attending class.

If they cannot contact NIU-4B, they should contact the Student Class Leader, who can then make the local contacts. NIU-4B will pass this information to the appropriate Faculty Track Advisor and SSA. Unauthorized or unexplained absences will be reported to NIU-4A for staff and faculty, and NIU-4B and SSA for students. The appropriate Associate Dean will be responsible for initiating any verbal or written warnings or, if the case warrants, charging leave to cover the period of absence.

ACADEMIC FREEDOM AND NON-ATTRIBUTION

Academic freedom is a cornerstone of the NIU core values and principles. NIU defines academic freedom as the pursuit of truth and knowledge regardless of where it leads, and bases its academic freedom policy on the “1940 Statement of Principles on Academic Freedom and Tenure,” as put forth by the American Association of University Professors and the Association of American Colleges and Universities. As an institution accredited by the Middle States Commission on Higher Education, NIU upholds the Commission’s principles that “Academic freedom, intellectual freedom, and freedom of expression are central to the academic enterprise. . . . Academic and intellectual freedom gives one the right and obligation as a scholar to examine data and to question assumptions.”

NIU embraces the principle, as stated by the Board of Directors of the American Association of Colleges and Universities in their publication “Academic Freedom and Educational Responsibility,” that faculty, staff, and students have the “[a]cademic freedom to explore significant and controversial questions . . . [as] an essential precondition to fulfill the academy’s mission of educating students and advancing knowledge.”

NIU faculty, staff, and students have freedom of inquiry and research, freedom of teaching and discussion in the classroom, and freedom of expression and publication.

- All NIU faculty and students are entitled to freedom in the classroom to discuss their subject without institutional discipline or restraint (see, also, NIU Non-Attribution Policy). They are expected to avoid controversial issues and opinions that have no relation to the classroom subject. This concept, as discussed in the “Statement of Principles on Academic Freedom,” is not intended to avoid controversy, as dealing with controversial topics is critical to academic freedom; but it is intended to reinforce the need for instructors to avoid material that has no relation to the class subject.
- NIU faculty, staff, and students have the freedom to conduct research on any intelligence and national security-related issues that contribute to the knowledge base of the Intelligence Community. In exercising their scholarly activities, NIU personnel may participate in the discourse on intelligence and national security through research; the

publication of articles, books, and book reviews; and public appearances in professional and academic forums. In these activities, NIU personnel speak for themselves and not for the University or the government, but they should be aware they are still deemed to be representing the University, the Intelligence Community, and the U.S. Government, and the public may judge these institutions based on their actions and statements.

- NIU believes that review by professional peers is essential to both faculty and student research programs. Per the Association of American Colleges and Universities' Board of Directors, "Knowledge is not simply a matter of making an assertion but of developing the evidence for that assertion in terms that gain acceptance among those with the necessary training and expertise to evaluate the scholarly analysis. . . . [S]cholars need the informed criticism of peers who represent a broad spectrum of insight and experience in order to build a body of knowledge."
- NIU faculty, staff, and students are officers of the Intelligence Community with access to classified and sensitive information. Because of this, information they produce must undergo NIU and DIA pre-presentation classification and policy review before being released to the public—whether the presentation is written, oral, or electronic. This process is described in this publication's section on publication procedures.

Non-Attribution: NIU seeks to create an environment that fosters the exchange of ideas and information without fear of reprisal or recrimination.

Visiting Speakers: The University maintains a non-attribution, off-the-record policy to encourage open and candid academic exchange with non-NIU speakers, members of academia, government officials, Intelligence Community and military leaders, and other presenters. All attendees at presentations by persons from outside NIU will honor the speaker's right not to have any expressed views or opinions attributed to them outside of the NIU environment without their explicit permission. This non-attribution policy protects external speakers from public access to their remarks and provides that information drawn from their presentations may be used freely solely within the University's academic environment.

NIU Classroom and Research: Because all NIU students and many faculty have professional careers in U.S. government agencies or the uniformed military services outside of the University, to encourage open and candid exchange in both classroom and research settings the University has a non-attribution policy to cover student and faculty interactions. Views and opinions expressed by students and faculty in classroom and research interactions are not to be attributed to them outside of the NIU environment without their explicit permission. Comments, views, and opinions, both written and oral, can be used and debated freely within the NIU environment to encourage open and candid exchange in both classroom and research settings.

ACADEMIC INTEGRITY

As students, instructors, federal employees, and members of the IC, all NIU students, faculty, and staff are required to uphold the highest ethical standards in their personal and professional conduct. As a University cadre, our faculty and staff are expected to conduct professional

relationships with students and colleagues alike, practice responsible stewardship of government resources, and be vigilant guardians of national security information.

The “Notice of Final Policy” in the Federal Register, from the Office of Science and Technology Policy (OSTP), provides a unified definition of misconduct that applies to all federal agencies, including DIA and NIU. It articulates a clear reason for stressing professional ethics and behavior in academic research: “Advances in science, engineering, and all fields of research depend on the reliability of the research record, as do the benefits associated with them in areas such as health and national security.” It continues, “Sustained public trust in the research enterprise also requires confidence in the research record and in the processes involved in its ongoing development.”

According to the unified definition at 65 F.R. 76260, “Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.” Research misconduct does not include honest error or differences of opinion. Express categories of academic misconduct include:

- **“Fabrication** is making up data or results and recording or reporting them.” Fabrication of data is one of the more egregious problems, as it cannot be an unintentional error, but represents the willful intent to deceive.
- **“Falsification** is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.” Falsification of data can occur through negligence as well as through willful deception.
- **“Plagiarism** is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.” Plagiarism includes, but is not limited to:
 - Investigators during the peer-review process taking ideas from others’ grant proposals or articles and including them in their own publications.
 - Students taking material from the internet verbatim, without attribution, during write-ups of research.
 - Faculty taking dissertation material from students and including it in publications without giving due credit.

Toleration is defined as a student or students believing that a violation of academic integrity may have occurred and not reporting the violation. Any student who knowingly witnesses a violation of academic integrity and does not report the same will be considered as having committed an academic integrity violation. Academic misconduct does not include honest error or differences of opinion.

Students are expected to credit properly and accurately the source of materials directly cited or indirectly used (i.e., paraphrased) in any oral or written work. All students’ work shall be their own, unless otherwise properly noted. Alleged violations of these areas are investigated by the appropriate, appointed review board that makes recommendations for action to the student’s Dean.

Students may not use entire papers or substantive selections of a paper from one course to complete work for another course or courses. Students may, with an instructor's prior permission, use up to a maximum of 25 percent of a paper for another course's requirement, and it must be clearly footnoted as such. Students may use sections, or entire parts, of course papers in their thesis without annotation or footnoting.

Academic integrity specifically prohibits cheating, plagiarism, and the toleration of those by other students. Cheating is defined as committing an act with the intent to receive undeserved credit or gain an unfair advantage, or assisting, or attempting to assist, others in doing likewise.

The University reserves the right to take disciplinary or administrative action, including dismissal from the University, in cases of substantiated violations of academic standards of integrity. A grade of F will normally be assigned for any work proven to be undertaken or performed in violation of academic integrity. All instances of alleged violations of academic integrity will be handled in accordance with published NIU policies.

Actions for Suspected Academic Integrity Violations: Students should report any suspected violations of academic integrity to the instructor. The instructor will discuss the matter with the student(s). Faculty members should report any suspected violations, whether based on their own findings or those forwarded by a student, to the instructor or (if they are the instructor) the appropriate Program Director.

The Program Directors will confer with the appropriate Dean and, if necessary, convene a review board. Student(s) and instructor(s) will submit separate Memoranda for the Record detailing the suspected violation within five working days of being told that a review board will be convened. The board members will review the memoranda and, if they deem necessary, interview any or all parties to the violation.

The board will submit a written report to the appropriate Dean within 10 working days of the timeline start. The report will summarize the issues and clearly state if the board believes a violation occurred or did not occur. If the board deems that a violation occurred, it will recommend actions to the appropriate Dean. Punishments for violations could include, but are not limited to:

- Grade of zero for the specific work involved in the violation
- Withdrawing the student from the course with an appropriate withdrawal grade
- Disenrollment from the University

The appropriate Dean will decide and notify the committee and the student in writing within two working days. If the applicable Dean is unavailable, the Associate Dean will act in his or her stead.

ACADEMIC LEAVE OF ABSENCE

Students faced with professional or health circumstances necessitating a break in their studies of more than two academic quarters should request a leave of absence. These requests are made to the student's respective Dean through the Registrar. A Leave of Absence does not automatically

alter the student's completion date for finishing their degree. All students on a leave of absence must out-process from the University and report to their parent military or civilian organization.

ACADEMIC REVIEW PRACTICES

With the authority of the NIU leadership and Faculty Senate, the Deans can convene review boards to examine alleged student misconduct, student grade appeals, etc. These boards consist of the Program Directors, the Senior Service Advisors, and selected faculty members. Such boards review policy, criteria, and standards, and adjudicate academic integrity issues, grade appeals, student dismissal appeals, student grievances, and admissions appeals. Students requesting consideration by such a review should do so through their applicable instructor, Track Advisor, Program Director, Associate Dean, or Dean.

ACADEMIC PROBATION

Students in the master's programs will be placed on academic probation and considered for disenrollment for the following:

- Cumulative GPA below 3.0
- Two grades of C
- Failure to turn in NIU Form T-1, Thesis Topic and Committee Approval, by the end of the Winter quarter

Students in the BSI program will be placed on academic probation and considered for disenrollment for the following:

- Cumulative GPA falls below 2.5
- Two grades of D
- A failing grade in any class

All students placed on Academic Probation will be notified by letter from the applicable Dean. If the student fails to meet the terms of the probation, he or she will be considered for disenrollment.

ACADEMIC RECORDS AND DISCLOSURE

Student transcripts are maintained by the NIU Registrar's office and will not be changed except in accordance with University policy. NIU complies with the Privacy Act of 1974; therefore, NIU will allow students to inspect their educational records at any time, not disclose academic records to non-University personnel without written permission of the student, and provide students the opportunity to seek correction of their records where appropriate.

ACADEMIC STANDING

NIU requires all students enrolled in the master's programs to maintain a Grade Point Average (GPA) of 3.0 (of a possible 4.0). No more than two grades of C may be applied toward graduate degrees. A grade of F is grounds for dismissal from the graduate program.

All students enrolled in the BSI program are required to maintain a GPA of 2.5 (of a possible 4.0). More than two grades of D or a grade of F is grounds for dismissal from the BSI program.

ADDING, DROPPING, AND WITHDRAWING FROM A COURSE

Courses may be added during the first five class days of an academic quarter only. After the first five days, adding a class is not permitted. Students may drop a course during the first 10 class days without having it appear on their transcript. Students withdrawing between the third and ninth lesson will receive either a WP (for “Withdraw Passing”) or a WF (for “Withdraw Failing”). These are determined by the instructor. Students cannot withdraw after the ninth lesson or when issued a grade of I (for “Incomplete”), or withdraw retroactively after a grade has been awarded.

ACADEMIC AND ADMINISTRATIVE ADVISING

NIU students have several advisors to help them through the program. All students have Track Advisors. Track Advisors help students with academic issues including scheduling, probationary issues, and elective selection.

Students also have a Senior Service Advisor (SSA). The SSA is available to advise the students on issues regarding their parent organizations/services. Issues such as leave and pay discrepancies, follow-on assignments, etc., are handled by these individuals.

Finally, MSSI/MSTI students are advised by their Thesis Chair. Identified by the student by the fifth week of the winter academic quarter, the Thesis Chair guides and mentors the student through the thesis process and, if necessary, helps with elective selection toward thesis enhancement.

ATTENDANCE POLICY

The NIU curriculum is taught using the quarterly system. As such, there are only ten classes (eight during the summer and weekend programs) per quarter. Due to this limited number, attendance is mandatory, and students must attend every class if possible. If illness or circumstances cause students to miss class, students can miss one of their class sessions with no consequences. However, instructors have the option of levying makeup lessons and assignments or penalizing students with participation and/or grade points. Students who miss more than one of their classes must complete documented makeup instruction or assignments with their instructors. Students who miss three or more will be withdrawn from the course and will receive a Withdraw Passing (WP) or Withdraw Failing (WF) if class is missed after the course midpoint. The determination of WP or WF for students who miss three or more of their classes will be made by the student’s instructor. The instructor does have the option of individual make-up classes with students.

CORE COURSE WAIVERS

Students may apply for waivers of core courses based on previous academic work and/or professional experience. However, these waivers do not replace any of the credits required for graduation. If a core course waiver is approved, students must replace the core course with an elective course. Core courses at NIU are intended to focus on the intelligence aspects of a given course topic. Any application to replace a core course must show that the intelligence element has been covered.

COURSE REGISTRATION AND LOAD REQUIREMENTS

Full-time Resident Students: Master's students in the resident program should complete a minimum of 12 credits per quarter, except for the summer quarter when students are completing their graduate theses. Some flexibility due to transfer credits and/or class availability is allowed. Other considerations, such as scheduling, student absence, etc., may necessitate full-time MSSI/MSTI students being enrolled in classes during the summer quarter. Students wanting to take 15 or more credits in a quarter must obtain permission from their appropriate Dean. BSI students are subject to the same policy but are normally enrolled in 15 credits per quarter.

Part-time Cohort Students: Those students enrolled in a part-time cohort program may register for two courses per term. Approval to take more than two courses must be approved in writing by the appropriate Dean. Students on academic probation or enduring heavier than normal work schedules may take one course per quarter. This also requires approval of the appropriate Dean.

The NIU Registrar's Office will inform resident and cohort students of upcoming course availability and direct the online registration process. Students wishing to take a course at a satellite center must coordinate with the Dean and the affected program director.

CURRICULUM REVIEW AND COURSE EVALUATIONS

NIU undergoes continual assessment by its Director of Institutional Effectiveness, faculty, students, staff, DIA, and the DoD. Its Director of Institutional Effectiveness leads a wide variety of reviews including student critiques, Human Subjects Research/Institutional Review Boards, and annual report data compilation. Information and resources generated by the Office of Institutional Effectiveness will ensure accreditation and accountability, continuous course and programmatic improvement, and stakeholder engagement.

At the end of each term and at the end of the entire course of study, students are required to fill out the course critiques. The University needs this information to assess its effectiveness and improve skills, procedures, and facilities. Appropriate course and program feedback is handled by the Director of Institutional Effectiveness. All instructors are provided the feedback from their students, as are the Provost, Deans, Associate Deans, and Program Directors.

DEGREE REQUIREMENTS

The Master of Science of Strategic Intelligence (MSSI) is awarded to students who apply for the MSSI program and are accepted, successfully complete the graduate curriculum of 15 courses/43 credits with a minimum cumulative GPA of 3.0, and satisfactorily complete a graduate thesis. The graduate thesis and associated policies are discussed later in this handbook.

The Bachelor of Science in Intelligence (BSI) is awarded to students who have completed all prerequisites, are enrolled in the full-time BSI course, and successfully complete the undergraduate curriculum of 17 courses/57 credits with a minimum cumulative GPA of 2.5.

The Master of Science and Technology Intelligence (MSTI) is awarded to students who apply for the MSTI program and are accepted, successfully complete the S&TI graduate curriculum of 15

courses/43 credits with a minimum cumulative GPA of 3.0, and satisfactorily complete a graduate thesis.

GRADING

NIU faculty members use several different mechanisms for evaluating a student's work, including examinations, classroom participation, papers, and performance in a simulation course. For all of these, students have the right to a grade that is based on their actual course performance and an articulated standard applied to all those taking the course.

In each course syllabus, the instructor will have a uniform, identifiable standard that shall be applied to all examination answers and other student work used to calculate any part of a student's grade in the course. This standard may, but need not, quantify the precise allocation of points used to calculate the grade. In addition, before the end of the first class session, the instructor must clearly articulate to the students the criteria for evaluation, as well as the methods for grading student performance.

Students must understand that the evaluation of student work and the assignment of grades on the basis of academic criteria are first and foremost the responsibility and prerogative of the faculty member teaching each course.

The instructor defines his or her grading policy explicitly and at the beginning of the quarter. If there is any deviation from the original statement of grading policy, the instructor will inform all students. The University presumes that the faculty member is best positioned to know the range of excellence of the students in the class and has awarded the grade in good faith, and reaffirms its confidence in the qualifications and good judgment of its faculty.

Faculty members should provide timely feedback to the students on all graded work during the course of the grading period. The evaluation and grading of academic performance is subject to the professional judgment of each instructor. Considerable personal discretion is required in these judgments; a justifiable margin of difference can exist between the evaluations made by two or more faculty members of the same academic performance.

GRADE APPEALS

The grade appeal process is not appropriate for students who believe that the course was poorly designed or that the student received poor instruction. These may be legitimate concerns, but they are more appropriately addressed by the Dean. A claim that the instructor graded too severely is also not a reason to appeal a grade, provided that all students in the class were graded in the same fashion.

NIU recognizes that students should not be subject to prejudicial or capricious grading. Neither a clerical error nor an arbitrary or erratic grade should be allowed to remain as part of the student's permanent record. In such cases, students are offered a means of appeal.

The formal grade appeal process is a serious procedure, not to be undertaken frivolously. The University will be cautious about changing the grade of any individual, and careful not to diminish

the apparent achievements of other students who may have done better and whose original grade may have been higher. It is important to remember that the burden of proof is on the student, except in cases of academic dishonesty, where the burden of proof is on the instructor. In all cases in which there is a reasonable doubt, the grade originally given will be retained.

NIU seeks to resolve any disagreements over grades at the lowest possible level. Should disagreement arise, the University expects that the student and faculty will make every effort to resolve differences in a professional and mutually respectful manner. At any point in the appeal process outlined below, the student and faculty may elect to return to consultation or mediation.

RECOGNIZED GROUNDS FOR CHALLENGING A GRADE

All appeals will be considered for a clerical error, such as mathematical computation or recording that was committed by the faculty member. Additionally, any student may challenge the reduction of a grade for alleged scholastic dishonesty.

In the case of a clerical error, where no dispute exists between the instructor and the student, the faculty member shall complete the NIU Grade Adjustment Form, available in the Registrar's office. The faculty member will stipulate, in a written attachment, the exact circumstances that resulted in the clerical or mathematical error. Copies will be provided to the student, Program Director, Registrar, and appropriate Associate Dean.

Formal challenges, other than cases in which both parties agree that a mathematical error has occurred or cases of alleged dishonesty, will be entertained only in instances in which the student receives a final numeric grade of 79 or lower for the course. Individual assignments will not be reviewed for purposes of a grade appeal unless a violation of academic integrity or misconduct has been levied by the instructor.

For those appeals that address grades of 79 or lower for the course and are not addressing a clerical error, the following grounds may be addressed:

The instructor applied predetermined criteria in an arbitrary and capricious manner, and the evaluation of academic performance so exceeded the reasonable limits of the instructor's discretion as not to be acceptable to the instructor's peers. Under NIU policy, "arbitrary and capricious" means:

1. The assignment of a grade on some basis other than performance in the course.
2. The assignment of a grade in a non-uniform fashion, that is, by applying different standards to this student or by applying the standards in a different way than the way in which they were applied to other students at the same level in the same course.
3. The assignment of a grade in a way that represents a substantial and unreasonable departure from the instructor's articulated standards.
4. The assignment of a grade in the absence of a clearly articulated standard.

DECIDING TO APPEAL A GRADE

NIU recognizes that students should not be subject to prejudicial or capricious grading. Neither a clerical error nor an arbitrary or erratic grade should be allowed to remain as part of the student's permanent record. In such cases, students are offered a means of redress

The formal grade appeal process is a serious procedure not to be undertaken frivolously. The University will be cautious about changing the grade of any individual, and careful not to diminish the apparent achievements of other students who may have done better and whose original grade may have been higher. In cases of a challenge to a grade, the burden of proof rests with the student. For all these reasons, students contemplating appeals should understand that the reviewing personnel will not, and must not, place their judgment over that of the instructor involved except in clear cases. In all cases of a reasonable doubt, the grade originally given will be retained.

NIU seeks to resolve any disagreements over grades at the lowest possible level. Should disagreement arise, the University expects that the parties will make every effort to resolve differences in a professional and mutually respectful manner. At any point in the proceedings outlined below, the parties may elect to return to consultation or mediation.

PROCEDURES FOR APPEALING A FINAL CLASS GRADE

Within five working days after the posting of the final grade, the student should convey his or her concerns about the grade in writing to the instructor or faculty member who assigned the grade, and request a meeting to discuss the matter. Within five working days of receiving such a request, the instructor will consult with the student and discuss the student's concerns.

The purpose of the consultation is for the faculty member to explain the basis for the student's grade. As noted above, the faculty member may change a grade when a clerical or mathematical error is discovered.

If the faculty member will not be available within the quarter in which an appeal is initiated, the Program Director may act in lieu of the instructor of record. In cases of unanticipated, short-notice deployment, mobilization, or transfer, the student must indicate intent to pursue an appeal in writing within 30 days. At the consultation, the student will explain his or her concerns about the grade. The instructor will explain the standard that he or she used for grading in the particular course and how the student's grade was determined based on application of that standard.

If the student and instructor are able to reach an agreement about how to address the student's grading concern during, or as a result of, the informal consultation, the matter will be considered resolved.

If the faculty member and student cannot agree that a clerical or mathematical error has occurred, the student may initiate a formal grade appeal process. If the student and faculty member are unable to come to an agreement, the student has two working days to appeal the contested grade, in writing, to the appropriate Program Director.

The student will submit a Memorandum for the Record justifying his or her grade appeal. The student shall state the facts that, if found to be true, would be sufficient to show the basis for the claim of clerical error or for the claim that the grade was awarded in an arbitrary or capricious manner. The student should also detail the remedy or resolution sought: what, in the student's mind, would institute a fair redress of the grievance.

After notification by the Program Director that a grade appeal brief has been filed, the instructor must respond to the Program Director, in writing, within three working days. The Program Director will serve as mediator working with the individuals to resolve the dispute.

If the faculty member and student cannot reach a mutually acceptable outcome within five working days, the Program Director will convene a review board of at least five members, including the student's senior service advisor, faculty, and the other Program Director. The board will review all pertinent information relating to the case, including interviewing the instructor and student.

The review board will make a finding and recommendation in writing to the appropriate Dean, who has the final authority.

If the instructor is the Program Director, the student may appeal directly to the appropriate Associate Dean, who will convene a review board if he/she cannot resolve the issue.

The Memorandum for the Record submitted by the student, the findings, and the results of the review board will remain in the student's NIU academic record.

GRADUATION REQUIREMENTS

To be awarded the Bachelor of Science in Intelligence, the student must complete 57 credits, including the 9-credit capstone course, with a grade point average of 2.5 or better, and not have received any failing grades or more than two numerical grades of 60–69. All credits must be from the prescribed course of study as described in the current NIU Catalog.

To be awarded the Master of Science of Strategic Intelligence or Master of Science and Technology Intelligence degree, the student must complete 43 credits, including core, elective, and thesis courses, with a grade point average of 3.0 or better, and not have received a failing grade or more than two numerical grades of 70–79.

INTELLECTUAL PROPERTY RIGHTS POLICY

NIU recognizes and supports the intellectual property rights of faculty, staff, and students for work produced in connection with the University. NIU is committed to granting personnel control over the use of the academic and scholarly works they produce.

The intellectual property rights of faculty and students as employees of the U.S. Government are governed by Title 17 of the U.S. Code, Copyright Law of the United States. Chapter One, Section 105 precludes copyright protection for any "work of the United States Government." A "work of the United States Government" is defined as work prepared by an officer or employee of the U.S. Government as part of that person's official duties.

Therefore, any work produced by NIU faculty and staff that falls within their official work duties as government employees is not afforded intellectual property rights. Resident students who attend classes as part of their official government duties are not afforded intellectual property rights for work they produce to meet University requirements.

The University reserves the right to determine the ultimate disposition of work produced as part of a person's official duties. Unclassified materials intended for release to the public are subject to required NIU and DIA prerelease, prepublication review, as specified in DIA Instruction 5400.005 (November 2, 2011), "Prepublication Review of Information Prepared for Public Release." Classified materials may be disseminated to the appropriate classified community at the discretion of the NIU author.

NIU faculty and staff are not prevented from securing copyright, royalties, and/or honorariums for work done on the person's own volition and outside his or her own duties—even though the subject matter involves the Government work or the professional field of the employee. Work produced by faculty and staff on their own and not as part of their official duties may be the intellectual property of the individual and be copyrightable, and the individual may receive compensation even if the subject matter overlaps with his or her University activities.

Students who attend the University on their own time, separate and apart from their official government duties, may retain intellectual property rights for their work because the work is not produced as part of their official duties. Any receipt or potential receipt of compensation may require the filing of an Outside Activities Report with the individual's home agency. DIAI 5400.005 also specifies that unclassified work intended for release to the public is still subject to prepublication security and policy review as specified by NIU and DIA. Policy relative to inventions and patents for Government employees is established by Executive Order 10096, which states:

"The Government shall obtain the entire right, title and interest in and to all inventions made by any Government employee (1) during working hours, or (2) with a contribution by the Government of facilities, equipment, materials, funds, or information, or of time or services of other Government employees on official duty, or (3) which bear a direct relation to or are made in consequence of the official duties of the inventor."

University personnel should consult with the DIA General Counsel Office on any patent issues. University personnel interested in maintaining intellectual property rights, copyright protection on published work, and/or the potential for receiving royalties, honorariums, or patents should consult with their management and the DIA General Counsel Office relative to their particular situation as early as possible in such considerations.

Faculty contributions to research, scholarly activities, publications, and services for which faculty members both retain and do not retain intellectual property rights are considered by NIU in the performance evaluation process. Faculty members and their performance evaluators shall agree on the relative value of any and all such work.

PUBLICATION PROCEDURES

In accordance with DIAI 5400.005, "Prepublication Review of Information Prepared for Public Release," information being released from NIU in any form (written, oral, or electronic) to the public must undergo prepublication (security and policy) review if the information pertains to or mentions intelligence data; intelligence activities; military matters; national security issues; foreign relations; policies or operations of DIA, DoD, the IC, or the U.S. Government; subjects of significant concern to DIA or DoD; or any subject about which the author has had access to classified information during his or her affiliation with NIU, DIA, DoD, or the IC.

NIU personnel may publish two types of materials: (1) official, produced as part of one's official NIU duties, and (2) non-official, produced outside of one's NIU duties. In accordance with DIAI 5400.005, both official and non-official products will undergo a review process defined by the respective NIU Dean or Director to ensure that the product does not contain classified or operational security information and would reasonably not be expected to impair the member's performance of duties, interfere with authorized functions of DIA or DoD, or have an adverse impact on the security or foreign relations of the United States: "DIA personnel shall obtain their supervisor's concurrence prior to submission of material to the **DIA Office of Corporate Communications Prepublication Review**.¹ Supervisory concurrence is to ensure the individual's supervisory chain has no concerns that the public disclosure would be expected to impair the performance of the individual's official duties or interfere with the authorized functions of DIA." As noted in paragraph 4.7.1.4 of DIAI 5400.005, DIA personnel may prepare information in a private and non-official capacity for disclosure in the public domain if such action "[w]ould reasonably not be expected to impair the author's performance of duties, interfere with the authorized functions of DIA or DoD, or have an adverse impact on the security or foreign relations of the U.S."

Again, DIA policy specifically recognizes academic freedom at NIU. As stated in DIAI 5400.005, "students and faculty members of the National Intelligence University may prepare academic papers and manuscripts for open publication. They may express their views in such materials as long as those views do not disclose classified or [operational security] critical information or jeopardize DoD interests and the author accurately portrays official policy, even if the author takes issue with that policy."

After completion of the NIU review, the Dean or Director shall submit the product to the DIA Office of Corporate Communications for final clearance and approval for public disclosure. Faculty, staff, and students from other elements of the Intelligence and National Security Communities may have additional pre-release, prepublication review requirements imposed by their home agencies and organizations.

RESEARCH FUNDING

The National Intelligence University invites resident and cohort students to compete for funding that will pay for research outside of the Washington, DC, area, and conference attendance on subjects related to theses.

¹ Office title added by NIU editors; reflects recent DIA reorganization.

Because funding is limited, a competitive process takes place each academic quarter, in which students present their requests to a board convened by the Associate Deans. Results of this board are approved by the Deans, Provost, Deputy to the President, and the NIU President.

Applicants must make sure that the activities for which funding is requested are absolutely necessary to their research. Activities that can be accomplished in the local area should be done in the local area. For the request to be considered, there must be a compelling reason, such as the location of an archive or access to specific personnel, that precludes local area research.

Students who receive travel funds from NIU for thesis research are required to submit trip reports to the respective Dean's office within 15 days after returning from the trip. The trip report should include a copy of the filed travel voucher and a description of activities, research conducted, offices/personnel visited, and any significant findings regarding their research.

TEXTBOOK POLICIES

For the 2013–2014 Academic Year, all students in the MSSI, MSTI, and BSI programs will be issued textbooks for each class they are taking. Textbook distribution will take place during announced times in the John T. Hughes Library.

Textbooks are checked out to each individual student and must be returned at the end of each quarter. Textbooks are property of the U.S. Government, and students assume responsibility for their protection and must return them in “usable” condition. While using the textbooks, students are not to mark, highlight, or in any way permanently alter the contents, appearance, and condition of the text beyond normal wear and tear. Lost or damaged textbooks or library books must be replaced or paid for by the student. If students are concerned about the condition of a textbook they just received, they must bring it to the attention of the library staff.

Students must clear their accounts with the John T. Hughes Library prior to out-processing from NIU—even if that student is still working on the thesis. A student's grades, transcripts, and services may be withheld until all business with the library is resolved.

THESIS AND THESIS PROCESS

Students will complete the thesis process by taking the thesis curriculum and finishing the requirements for each thesis class, and ultimately producing a graduate thesis. They must also submit specified approval forms for their committee/topic approval by a specified due date, and during the final turn-in phase at the end of the academic year. The NIU Catalog contains information on the thesis courses.

TIME REQUIREMENTS

Full-time/resident students have a total of two years to complete all coursework and the thesis; e.g., resident students entering in the Fall Quarter of 2013 must finish by the last day of the Summer Quarter of 2015.

Each student's service/agency may require him or her to finish the thesis in the one year allotted or receive a negative report, but that is not an NIU requirement. The USAF requires 14Ns to finish

within the year, as does the Army for the FA-34s. The IC Scholars must also complete their contract and be hired as a full-time civilian employee by DIA. For more information on the service/agency requirements, talk to the appropriate Senior Service Advisor.

Part-time/cohort students have a total of three years (which is equivalent to the full-time program requirement, since it is one year beyond the normal time taken to complete the coursework). Part-time students must complete all requirements by the last day of the summer quarter of the third year—or July 2016 for those students beginning their classes in August of 2013.

Students may request a thesis extension by contacting the Registrar, who will gather the information and forward the request to the students' respective Associate Dean for approval. All requests for extensions must be made prior to the expiration of the original eligibility period. At a minimum, students are expected to have completed all coursework, and the extension is required only to complete the thesis. Students must have an approved thesis committee on file (NIU Form T-1), and, if the extension is approved, they must enroll in MCR 704 and remain enrolled until the thesis is complete or until the extension expires.

THESIS CHAIR, READER, AND THESIS TOPIC

Thesis chairs must be members of the University's full-time faculty (which includes the Reserve faculty and the faculty at NGA and NSA). Students should select their readers based upon either subject matter expertise/experience or editing abilities. If the chair is a subject matter expert (SME), the reader does not need to be another SME. In these cases, some students may add a reader who is known for editing and/or thesis organization prowess or as an expert in the minor/tangential areas the thesis may cover.

If the reader is from outside the University, the student must establish the reader's bona fides and receive approval from the appropriate Associate Dean. The student should submit a complete biography and/or curriculum vitae of the proposed reader with NIU Form T-1.

The information should show that the reader is a subject matter expert, or will fill some other needed role to ensure a high-quality work. The minimum requirement is having an earned master's degree from a regionally accredited educational institution. The reader's biography or curriculum vitae must show all degrees earned and the awarding school, major, and year earned. The Associate Deans will use this information to either approve or disapprove the outside reader.

The Associate Deans maintain a database of preapproved outside readers, should the students require assistance in finding a reader. Students who wish to use a preapproved readers in the database do not have to submit any additional information.

The thesis should be on a strategic intelligence or intelligence-related topic, and contribute to the overall knowledge base of the community. The Associate Deans have the final determination on whether the student's topic meets the standard for the College of Strategic Intelligence or the School of Science and Technology Intelligence.

THESIS COURSE SCHEDULE

Full-time NIU Graduate Students: Take MCR 701, Thesis Methodology and Design, in the Fall Quarter.

Students must earn a grade of 80 or better to enroll in MCR 702, Thesis Proposal. During the Fall Quarter, students will begin seeking a thesis chair while studying the skills and practices involved with writing a thesis at the graduate level.

After forming a committee, students, working with their thesis chair, must complete a thesis proposal and turn it in with a completed NIU Form T-1 to their respective Associate Dean no later than the end of the Winter Quarter. Their committee and topic approval and thesis proposal are the graded deliverables for MCR 702.

Students will complete MCR 703, Thesis Progress, in the Spring Quarter, under the supervision (and enrollment) of their approved thesis committee chair. Students should review their thesis chair's MCR 702 syllabus for the learning outcomes. The chairs will work with the students and set the specific deliverables for the course based upon the student's topic and research timetable. Students must earn a B or better to enroll in MCR 704, Thesis Completion. Students will take MCR 704 in the Summer Quarter, and in each subsequent quarter until either their thesis is approved or their eligibility expires.

In order to graduate, students must submit all of the required thesis items no later than the last day of the summer quarter, and receive a B or better in MCR 704. Required items are listed on NIU Form T-3, Thesis Completion Checklist.

Students must place a hard copy of their thesis in a thesis folder (folders are available from the Center for Strategic Intelligence Research, D4-407). Students will place a soft copy thesis (same version as final hard copy) in proper format on a shared drive in a format suitable for University workstations.

Students must complete an NIU Form T-2 U/C, Thesis Approval Sheet (U for unclassified theses, C for classified theses); an approved T-1 Thesis Committee, which MUST MATCH T-2 Thesis Committee or have been approved for change prior to June 1 preceding the desired July graduation date; and a completed and signed NIU Form T-3, Thesis Completion Checklist.

Cohort/Part-Time Master's Degree Students: MCR 701 is offered during the first academic year to all cohort students, and it must be taken not later than the Fall Quarter of the second year. MCR 702 should be taken in the next quarter after MCR 701, but no later than the winter quarter of the second year. Like the resident students, the cohort students' final deliverable will be a completed T-1 and thesis proposal. Students must earn a grade of 80 or better in each thesis course to enroll in the following course.

Due to having an extended program, part-time students have a little more time to form a committee. As soon as they begin taking classes, students should begin to investigate topics and talk to the experts and prospective committee members.

Second-year students must turn in a completed NIU Form T-1 to the Associate Dean no later than the end of the Fall Quarter of their second year.

Students will register and take MCR 703 in the quarter following MCR 702 (usually taken in sequence in the Fall and Winter Quarters of the second year), under the supervision (and enrollment) of their approved thesis committee chair. Students should review the MCR 703 syllabus for their learning outcomes. The chairs will work with the students and set the specific deliverables for the course based upon the students' topic and research timetable. Students must earn a numerical grade of 80 or better to enroll in MCR 704.

Students should take MCR 704 in the quarter immediately following MCR 703, but no earlier than the Winter Quarter of their second year, and in each subsequent quarter until either their thesis is approved or their eligibility expires. In order to graduate, students must submit all of the required thesis items no later than the last day of the summer quarter prior to graduation and receive a grade of 80 or better in MCR 704.

Required items (listed on NIU Form T-3, Thesis Completion Checklist):

- Hard copy of the thesis in a folder (available from the Center for Strategic Intelligence Research).
- Soft copy of the thesis (same version as the final hard copy), in proper format and readable on University workstations.
- Completed and signed NIU Form T-2 U/C, Thesis Approval Sheet (U for unclassified theses, C for classified theses).
- Completed and signed NIU Form T-3, Thesis Completion Checklist.
- Completed and signed NIU Form T-1, Thesis Topic and Committee Approval.

Forms are available on the high- and low-side shared drives, under the Associate Dean's area. They are also posted on Blackboard. Forms must be typed and limited to one page (do not delete or push the distribution to a second page). Ensure that you use the most current form and that you complete all areas. See above for deadlines.

THESIS COURSE GRADING AND IMPLICATIONS

Students must earn a numerical grade of 80 or better to enroll in the next thesis course, and in MCR 704 in order to graduate.

If a full-time student completes MCR 703 with a 79 or lower, he or she is ineligible for MCR 704 and, therefore, the MSSI or MSTI degree. The Senior Service Advisors will work with the resident students and their service/agency to have them transferred as soon as possible after the end of the Spring Quarter.

If a student receives an incomplete, he or she is ineligible to register for the next thesis course until the incomplete is changed to a numerical grade of 80 or better. Unless waived by one of the Deans

(or respective Associate Dean in the Dean's absence), the incomplete must be changed to a final grade no later than the end of the following quarter. If not, that incomplete becomes a failing grade.

If the student clears the incomplete prior to the registration deadline for the next quarter, with a grade of 80 or higher, they can enroll in the next thesis course.

These rules are especially important for the resident student in MCR 703 in the spring quarter, because he or she must take MCR 704 in the summer to graduate the same year.

MCR 704 can be assigned a final numeric grade (when completed), an incomplete, an In-Progress (IP), or a No-Progress (NP).

Once enrolled in MCR 704, students must stay enrolled (unless placed on hold due to a deployment, and coordinated with the Registrar and the chair) until they complete the thesis and course, or until their eligibility expires.

Grades of IP or NP will be given each quarter if the thesis is not completed. In order to receive an IP, the student must remain in contact with the chair throughout the quarter and must show continued progress toward thesis completion. If the student does not meet these standards, the chair will submit an NP for MCR 704. The appropriate Dean will dismiss any student receiving an NP for two consecutive quarters, or for any two quarters during a four-quarter period.

Any changes to a student's topic or committee must be coordinated through the completion of a new T-1 and submitted to the Associate Dean for approval. This must be done no later than June 1 of the year in which the student intends to graduate.

TRANSFER CREDIT

All students may request to have up to six transfer credits applied to their record, but it is the National Intelligence University's prerogative to determine the amount and type of transfer credits awarded. For courses from other academic institutions to be considered, the courses must not have been used to meet the requirements of any previously earned degree.

Grades earned must be at least a B in graduate courses and C in undergraduate courses. Courses submitted must be appropriate to the program in which the student is enrolled and taken at the appropriate level (graduate or undergraduate).

Coursework must have been completed at a regionally accredited institution within five years prior to enrolling at the National Intelligence University.

Request forms are available in the Registrar's office (and at www.ni-u.edu) and should be submitted with necessary transcripts, course syllabus or outline, and description from the institution's catalog, preferably from the year in which the course was taken.

USEFUL TELEPHONE NUMBERS

Inclement Weather/Class Status	202-231-4546
DIA Alert Center	202-231-1900
President	202-231-3344
Provost	202-231-3322
College of Strategic Intelligence	202-231-3335
School of Science and Technology Intelligence	202-231-8698
Institutional Effectiveness Department	202-231-3354
Admissions	202-231-3319
Registrar	202-231-4702
Center for Strategic Intelligence Research	202-231-4011
Center of International Engagement	202-231-8785
Educational Technology Department	202-231-5605
John T. Hughes Library	202-231-3836
Security Office	202-231-2768

Senior Service and Cohort Advisors

Army	202-231-3278
Navy/Marine Corps	202-231-3307
Air Force	202-231-3370
Marine Corps	202-231-3359
Coast Guard	202-231-4133
Dept of State	202-231-4401
Civilian IC Personnel	202-231-3059
DIA Cohort/Space-Available	202-231-3364
Evening Cohort Students	202-231-6040

Reserve/Monthly Executive Format Weekend Program	202-231-3866
Graduate Center at the NGA	571-557-4594
Graduate Center at the NSA	301-226-9086
European Academic Center	DSN 314-268-1707
Southern Academic Center	813-827-0103
Fax College of Strategic Intelligence	202-231-2171
Fax Admissions/Registration	202-231-8652
Fax University Security Office	202-231-8945
DIA HQ Medical Emergency	202 231-1234

Joint Base Anacostia-Bolling Numbers

EMERGENCY NUMBERS

Police, Fire, Medical	202-433-3333
Chaplain	202-767-5900
Ambulance (Bolling) (emergency)	202-433-3333

Base Concessions and Organizations

Anthony's Pizza, Food Court	202-562-4419
Auto Skills Center	202-767-4571
Autopride (AAFES)	202-563-6388
Barber Shop (AAFES)	202-373-1997
Base Exchange (AAFES)	202-562-3000
Base Operator/DOD Information	703-545-6700
Beauty Shop	202-563-7342
Boardwalk Fries, Food Court	202-562-4419
Bolling Clubs	202-563-8400
Bowling Facility, Potomac Lanes	202-563-1701

UNCLASSIFIED

Burger King Restaurant	202-561-4447
Bus, METRO Customer Info	202-637-7000
Bus, Pentagon/BAFB Shuttle	202-433-4116
Capital Cove Marina	202-767-9135
Chapel Services	202-767-5900
Charlie's Steakery	202-562-4419
Child Development Center, CDC I	202-767-2890
Child Development Center, CDC II	202-404-8071
Clinic at Bolling	202-767-5536
Commissary (DeCA)	202-767-4695
DoD-BAFB & Pentagon Operator	703-545-6700
DoD Operator	703-545-6700
Education Office	202-767-5348
Engraving Shop	202-404-6997
Enlisted & Officers Clubs	202-563-8400
Family Child Care	202-404-1454
Fitness Center	202-767-5895
Florist	202-562-1502
Food Court, BX Complex	202-562-4419
Funari Hall Dining	202-433-2574
Housing Office	202-562-2631
Law Enforcement Desk	202-767-5000
Legal Assistance	202-767-5297
Library, Bolling AFB	202-767-5578
Locator	703-545-6700
Lodging	202-404-7050

UNCLASSIFIED

UNCLASSIFIED

Military Clothing & Sales	202-563-5931
MPF Customer Service	202-404-2773
Officer & Enlisted Clubs	202-563-8400
OMEGA Travel Services	877-208-2484
Optical Shop	202-574-1165
Outdoor Recreation Center	202-767-9136
Pass ID & Registration, JBAB	202-767-5505
Pentagon Federal Credit Union (DIA HQ Branch)	202-562-5300
Park & Picnic Reservations	202-767-9136
Pharmacy 24-Hour Refill	240-857-7978
Post Office	202-767-4419
Robin Hood Sandwiches, Food Court	202-562-4419
Shoppette/Autopride/Class Six	202-563-6388
Slip Inn Restaurant	202-767-5840
South Gate (11 SFS)	202-767-8958
Swimming Pool	202-404-1143
Thrift Shop	202-563-6666
TRICARE Appointment Line	888-999-1212
Veterinarian at Andrews AFB	240-857-2651
Visitors Center	202-767-8958
Youth Activity Center	202-767-4003

UNCLASSIFIED

NATIONAL INTELLIGENCE UNIVERSITY

GRADING

Graduate Courses

Undergraduate Courses

Letter	Numeric	Point Value		Letter	Numeric	Point Value
A	93-100	4.0		A	93-100	4.0
A-	90-92	3.7		A-	90-92	3.7
B+	87-89	3.3		B+	87-89	3.3
B	83-86	3.0		B	83-86	3.0
B-	80-82	2.7		B-	80-82	2.7
C+	77-79	2.3		C+	77-79	2.3
C	70-76	2.0		C	73-76	2.0
F	0-69	0.0		C-	70-72	1.7
				D	60-69	1.0
				F	0-59	0.0

Symbol	Meaning	Notes
I	Incomplete	Must be cleared by end of next quarter or grade becomes an F
IP	In Progress	Only used in multi-term courses
NP	No Progress	Only used in multi-term courses
W	Withdraw	No GPA impact; can only be used in first half of course
WP	Withdraw Pass	No GPA impact; issued at instructor discretion
WF	Withdraw Fail	Counts as an F in GPA; issued at instructor discretion
AU	Audit	Used only for officially audited courses
WIP		No grade has been entered for this class
X	Administratively Removed	

2013–2014
WEEKLY ACADEMIC CALENDAR

WEEK OF AUGUST 12, 2013

Monday, August 12, 2013

EVENT	NOTES
Full-time military students report	

Tuesday, August 13, 2013

EVENT	NOTES

Wednesday, August 14, 2013

EVENT	NOTES

Thursday, August 15, 2013

EVENT	NOTES
Full-time Student Orientation begins	

Friday, August 16, 2013

EVENT	NOTES
Full-time Student Orientation	

Saturday/Sunday, August 17-18, 2013

EVENT	NOTES

WEEK OF AUGUST 19, 2013

Monday, August 19, 2013

EVENT	NOTES
Full-time Student Orientation	

Tuesday, August 20, 2013

EVENT	NOTES
Full-time Student Orientation	

Wednesday, August 21, 2013

EVENT	NOTES
Full-time Student Orientation	

Thursday, August 22, 2013

EVENT	NOTES
Full-time Student Orientation	

Friday, August 23, 2013

EVENT	NOTES
Full-time Student Orientation	
Part-time Student Orientation	

Saturday/Sunday, August 24–25, 2013

EVENT	NOTES
Reserve/Monthly Fall Weekend 1	

WEEK OF AUGUST 26, 2013

Monday, August 26, 2013

EVENT	NOTES
Fall term begins for traditional calendar students	
NIU Convocation	Mandatory for full-time students
Fall Lesson 1	

Tuesday, August 27, 2013

EVENT	NOTES
Fall Lesson 1	

Wednesday, August 28, 2013

EVENT	NOTES
Fall Lesson 1	

Thursday, August 29, 2013

EVENT	NOTES
Fall Lesson 1	

Friday, August 30, 2013

EVENT	NOTES
Fall Lesson 1	
Last day to add a class	

Saturday/Sunday,
August 31–September 1, 2013

EVENT	NOTES

WEEK OF SEPTEMBER 2, 2013

Monday, September 2, 2013

EVENT	NOTES
Labor Day	No class/NIU offices closed

Tuesday, September 3, 2013

EVENT	NOTES
Fall Lesson 2	

Wednesday, September 4, 2013

EVENT	NOTES
Fall Lesson 2	

Thursday, September 5, 2013

EVENT	NOTES
Fall Lesson 2	

Friday, September 6, 2013

EVENT	NOTES
Fall Lesson 2	

Saturday/Sunday, September 7-8, 2013

EVENT	NOTES

WEEK OF SEPTEMBER 9, 2013

Monday, September 9, 2013

EVENT	NOTES
Fall Lesson 2	
Last day to drop a class	

Tuesday, September 10, 2013

EVENT	NOTES
Fall Lesson 3	

Wednesday, September 11, 2013

EVENT	NOTES
Fall Lesson 3	

Thursday, September 12, 2013

EVENT	NOTES
Fall Lesson 3	

Friday, September 13, 2013

EVENT	NOTES
Fall Lesson 3	

Saturday/Sunday, September 14–15, 2013

EVENT	NOTES
Reserve/Monthly Fall Weekend 2	

WEEK OF SEPTEMBER 16, 2013

Monday, September 16, 2013

EVENT	NOTES
Fall Lesson 3	

Tuesday, September 17, 2013

EVENT	NOTES
Fall Lesson 4	

Wednesday, September 18, 2013

EVENT	NOTES
Fall Lesson 4	

Thursday, September 19, 2013

EVENT	NOTES
Fall Lesson 4	

Friday, September 20, 2013

EVENT	NOTES
Fall Lesson 4	

Saturday/Sunday, September 21–22, 2013

EVENT	NOTES

WEEK OF SEPTEMBER 23, 2013

Monday, September 23, 2013

EVENT	NOTES
Fall Lesson 4	

Tuesday, September 24, 2013

EVENT	NOTES
Fall Lesson 5	

Wednesday, September 25, 2013

EVENT	NOTES
Fall Lesson 5	

Thursday, September 26, 2013

EVENT	NOTES
Fall Lesson 5	

Friday, September 27, 2013

EVENT	NOTES
Fall Lesson 5	

Saturday/Sunday, September 28–29, 2013

EVENT	NOTES

WEEK OF SEPTEMBER 30, 2013

Monday, September 30, 2013

EVENT	NOTES
Fall Lesson 5	
Last day to withdraw from class	

Tuesday, October 1, 2013

EVENT	NOTES
Fall Lesson 6	

Wednesday, October 2, 2013

EVENT	NOTES
Fall Lesson 6	

Thursday, October 3, 2013

EVENT	NOTES
Fall Lesson 6	

Friday, October 4, 2013

EVENT	NOTES
Fall Lesson 6	

Saturday/Sunday, October 5–6, 2013

EVENT	NOTES
Reserve/Monthly Fall Weekend 3	

WEEK OF OCTOBER 7, 2013

Monday, October 7, 2013

EVENT	NOTES
Fall Lesson 6	

Tuesday, October 8, 2013

EVENT	NOTES
Fall Lesson 7	

Wednesday, October 9, 2013

EVENT	NOTES
Fall Lesson 7	

Thursday, October 10, 2013

EVENT	NOTES
Fall Lesson 7	

Friday, October 11, 2013

EVENT	NOTES
Fall Lesson 7	

Saturday/Sunday, October 12-13, 2013

EVENT	NOTES

WEEK OF OCTOBER 14, 2013

Monday, October 14, 2013

EVENT	NOTES
Columbus Day	No class/NIU offices closed

Tuesday, October 15, 2013

EVENT	NOTES
Fall Lesson 8	

Wednesday, October 16, 2013

EVENT	NOTES
Fall Lesson 8	

Thursday, October 17, 2013

EVENT	NOTES
Fall Lesson 8	

Friday, October 18, 2013

EVENT	NOTES
Fall Lesson 8	

Saturday/Sunday, October 19–20, 2013

EVENT	NOTES

WEEK OF OCTOBER 21, 2013

Monday, October 21, 2013

EVENT	NOTES
Fall Lesson 7	

Tuesday, October 22, 2013

EVENT	NOTES
Fall Lesson 9	

Wednesday, October 23, 2013

EVENT	NOTES
Fall Lesson 9	

Thursday, October 24, 2013

EVENT	NOTES
Fall Lesson 9	

Friday, October 25, 2013

EVENT	NOTES
Fall Lesson 9	

Saturday/Sunday, October 26–27, 2013

EVENT	NOTES

WEEK OF OCTOBER 28, 2013

Monday, October 28, 2013

EVENT	NOTES
Fall Lesson 8	

Tuesday, October 29, 2013

EVENT	NOTES
Fall Lesson 10	

Wednesday, October 30, 2013

EVENT	NOTES
Fall Lesson 10	

Thursday, October 31, 2013

EVENT	NOTES
Fall Lesson 10	

Friday, November 1, 2013

EVENT	NOTES
Fall Lesson 10	
Last day to turn in thesis for December conferral	

Saturday/Sunday, November 2–3, 2013

EVENT	NOTES
Reserve/Monthly Fall Weekend 4— End of R/M Fall term	

WEEK OF NOVEMBER 4, 2013

Monday, November 4, 2013

EVENT	NOTES
Fall Lesson 9	
Fall textbook return	

Tuesday, November 5, 2013

EVENT	NOTES
No class	
Fall textbook return	

Wednesday, November 6, 2013

EVENT	NOTES
Fall Lesson 10	Follow Monday class schedule
Fall textbook return	
Fall term ends for traditional calendar students	

Thursday, November 7, 2013

EVENT	NOTES
Research Period	No class/NIU offices open
Fall textbook return	

Friday, November 8, 2013

EVENT	NOTES
Research Period	No class/NIU offices open
Fall textbook return	

Saturday/Sunday, November 9–10, 2013

EVENT	NOTES

WEEK OF NOVEMBER 11, 2013

Monday, November 11, 2013

EVENT	NOTES
Veterans Day	No class/NIU offices closed

Tuesday, November 12, 2013

EVENT	NOTES
Research Period	No class/NIU offices open
Fall grades due	
Textbook Issue for Winter term	

Wednesday, November 13, 2013

EVENT	NOTES
Research Period	No class/NIU offices open
Textbook Issue for Winter term	

Thursday, November 14, 2013

EVENT	NOTES
Research Period	No class/NIU offices open
Textbook Issue for Winter term	

Friday, November 15, 2013

EVENT	NOTES
Research Period	No class/NIU offices open
Textbook Issue for Winter term	

Saturday/Sunday, November 16–17, 2013

EVENT	NOTES

WEEK OF NOVEMBER 18, 2013

Monday, November 18, 2013

EVENT	NOTES
Winter term begins for traditional calendar students	
Winter Lesson 1	
Textbook Issue for Winter term	

Tuesday, November 19, 2013

EVENT	NOTES
Winter Lesson 1	
Textbook Issue for Winter term	

Wednesday, November 20, 2013

EVENT	NOTES
Winter Lesson 1	
Textbook Issue for Winter term	

Thursday, November 21, 2013

EVENT	NOTES
Winter Lesson 1	
Textbook Issue for Winter term	

Friday, November 22, 2013

EVENT	NOTES
Winter Lesson 1	
Textbook Issue for Winter term	
Last day to add a class	

Saturday/Sunday, November 23–24, 2013

EVENT	NOTES

WEEK OF NOVEMBER 25, 2013

Monday, November 25, 2013

EVENT	NOTES
Winter Lesson 2	

Tuesday, November 26, 2013

EVENT	NOTES
Winter Lesson 2	

Wednesday, November 27, 2013

EVENT	NOTES
Thanksgiving Travel Day	No class/NIU offices open

Thursday, November 28, 2013

EVENT	NOTES
Thanksgiving Day	No class/NIU offices closed

Friday, November 29, 2013

EVENT	NOTES
No class/NIU offices open	

Saturday/Sunday, November 30–
December 1, 2013

EVENT	NOTES

WEEK OF DECEMBER 2, 2013

Monday, December 2, 2013

EVENT	NOTES
Winter Lesson 3	

Tuesday, December 3, 2013

EVENT	NOTES
Winter Lesson 3	

Wednesday, December 4, 2013

EVENT	NOTES
Winter Lesson 2	

Thursday, December 5, 2013

EVENT	NOTES
Winter Lesson 2	

Friday, December 6, 2013

EVENT	NOTES
Winter Lesson 2	
Last day to drop a class	

Saturday/Sunday, December 7–8, 2013

EVENT	NOTES
Reserve/Monthly Winter Weekend 1	

WEEK OF DECEMBER 9, 2013

Monday, December 9, 2013

EVENT	NOTES
Winter Lesson 4	

Tuesday, December 10, 2013

EVENT	NOTES
Winter Lesson 4	

Wednesday, December 11, 2013

EVENT	NOTES
Winter Lesson 3	

Thursday, December 12, 2013

EVENT	NOTES
Winter Lesson 3	

Friday, December 13, 2013

EVENT	NOTES
Winter Lesson 3	

Saturday/Sunday, December 14–15, 2013

EVENT	NOTES

WEEK OF DECEMBER 16, 2013

Monday, December 16, 2013

EVENT	NOTES
Winter Lesson 5	

Tuesday, December 17, 2013

EVENT	NOTES
Winter Lesson 5	

Wednesday, December 18, 2013

EVENT	NOTES
Winter Lesson 4	

Thursday, December 19, 2013

EVENT	NOTES
Winter Lesson 4	

Friday, December 20, 2013

EVENT	NOTES
Winter Lesson 4	
T-1 Forms due for students graduating in July	

Saturday/Sunday, December 21–22, 2013

EVENT	NOTES

WEEK OF DECEMBER 23, 2013

Monday, December 23, 2013

EVENT	NOTES
Winter Reading Period	No class/NIU offices open

Tuesday, December 24, 2013

EVENT	NOTES
Winter Reading Period	No class/NIU offices open

Wednesday, December 25, 2013

EVENT	NOTES
Christmas Day	No class/NIU offices closed

Thursday, December 26, 2013

EVENT	NOTES
Winter Reading Period	No class/NIU offices open

Friday, December 27, 2013

EVENT	NOTES
Winter Reading Period	No class/NIU offices open

Saturday/Sunday, December 28–29, 2013

EVENT	NOTES

WEEK OF DECEMBER 30, 2013

Monday, December 30, 2013

EVENT	NOTES
Winter Reading Period	No class/NIU offices open

Tuesday, December 31, 2013

EVENT	NOTES
Winter Reading Period	No class/NIU offices open

Wednesday, January 1, 2014

EVENT	NOTES
New Year's Day	No class/NIU offices closed

Thursday, January 2, 2014

EVENT	NOTES
Classes resume	
Winter Lesson 5	

Friday, January 3, 2014

EVENT	NOTES
Winter Lesson 5	

Saturday/Sunday, January 4–5, 2014

EVENT	NOTES
Reserve/Monthly Winter Weekend 2	

WEEK OF JANUARY 6, 2014

Monday, January 6, 2014

EVENT	NOTES
Winter Lesson 6	

Tuesday, January 7, 2014

EVENT	NOTES
Winter Lesson 6	

Wednesday, January 8, 2014

EVENT	NOTES
Winter Lesson 5	
Last day to withdraw from class	

Thursday, January 9, 2014

EVENT	NOTES
Winter Lesson 6	

Friday, January 10, 2014

EVENT	NOTES
Winter Lesson 6	

Saturday/Sunday, January 11–12, 2014

EVENT	NOTES

WEEK OF JANUARY 13, 2014

Monday, January 13, 2014

EVENT	NOTES
Winter Lesson 7	

Tuesday, January 14, 2014

EVENT	NOTES
Winter Lesson 7	

Wednesday, January 15, 2014

EVENT	NOTES
Winter Lesson 6	

Thursday, January 16, 2014

EVENT	NOTES
Winter Lesson 7	

Friday, January 17, 2014

EVENT	NOTES
Winter Lesson 7	

Saturday/Sunday, January 18–19, 2014

EVENT	NOTES

WEEK OF JANUARY 20, 2014

Monday, January 20, 2014

EVENT	NOTES
Martin Luther King, Jr., Birthday	No class/NIU offices closed

Tuesday, January 21, 2014

EVENT	NOTES
Winter Lesson 8	

Wednesday, January 22, 2014

EVENT	NOTES
Winter Lesson 7	

Thursday, January 23, 2014

EVENT	NOTES
Winter Lesson 8	

Friday, January 24, 2014

EVENT	NOTES
Winter Lesson 8	

Saturday/Sunday, January 25–26, 2014

EVENT	NOTES

WEEK OF JANUARY 27, 2014

Monday, January 27, 2014

EVENT	NOTES
Winter Lesson 8	

Tuesday, January 28, 2014

EVENT	NOTES
Winter Lesson 9	

Wednesday, January 29, 2014

EVENT	NOTES
Winter Lesson 8	

Thursday, January 30, 2014

EVENT	NOTES
Winter Lesson 9	

Friday, January 31, 2014

EVENT	NOTES
Winter Lesson 9	

Saturday/Sunday, February 1–2, 2014

EVENT	NOTES
Reserve/Monthly Winter Weekend 3	

WEEK OF FEBRUARY 3, 2014

Monday, February 3, 2014

EVENT	NOTES
Winter Lesson 9	

Tuesday, February 4, 2014

EVENT	NOTES
Winter Lesson 10	

Wednesday, February 5, 2014

EVENT	NOTES
Winter Lesson 9	

Thursday, February 6, 2014

EVENT	NOTES
Winter Lesson 10	

Friday, February 7, 2014

EVENT	NOTES
Winter Lesson 10	

Saturday/Sunday, February 8–9, 2014

EVENT	NOTES

WEEK OF FEBRUARY 10, 2014

Monday, February 10, 2014

EVENT	NOTES
Winter Lesson 10	
Winter term textbook return	

Tuesday, February 11, 2014

EVENT	NOTES
No class	
Winter term textbook return	

Wednesday, February 12, 2014

EVENT	NOTES
Winter Lesson 10	
Winter term textbook return	
Winter term ends for traditional calendar students	

Thursday, February 13, 2014

EVENT	NOTES
Research Period	No class/NIU offices open
Winter term textbook return	

Friday, February 14, 2014

EVENT	NOTES
Research Period	No class/NIU offices open
Winter term textbook return	

Saturday/Sunday, February 15–16, 2014

EVENT	NOTES

WEEK OF FEBRUARY 17, 2014

Monday, February 17, 2014

EVENT	NOTES
Washington's Birthday	No class/NIU offices closed

Tuesday, February 18, 2014

EVENT	NOTES
Research Period	No class/NIU offices open
Winter term grades due	
Textbook issue for Spring term	

Wednesday, February 19, 2014

EVENT	NOTES
Research Period	No class/NIU offices open
Textbook issue for Spring term	

Thursday, February 20, 2014

EVENT	NOTES
Research Period	No class/NIU offices open
Textbook issue for Spring term	

Friday, February 21, 2014

EVENT	NOTES
Research Period	No class/NIU offices open
Textbook issue for Spring term	

Saturday/Sunday, February 22–23, 2014

EVENT	NOTES
Reserve/Monthly Winter Weekend 4	End of R/M Winter term

WEEK OF FEBRUARY 24, 2014

Monday, February 24, 2014

EVENT	NOTES
Spring term begins for traditional calendar students	
Diploma Order Forms due for students graduating in July	
Spring Lesson 1	
Textbook issue for Spring term	

Tuesday, February 25, 2014

EVENT	NOTES
Spring Lesson 1	
Textbook issue for Spring term	

Wednesday, February 26, 2014

EVENT	NOTES
Spring Lesson 1	
Textbook issue for Spring term	

Thursday, February 27, 2014

EVENT	NOTES
Spring Lesson 1	
Textbook issue for Spring term	

Friday, February 28, 2014

EVENT	NOTES
Spring Lesson 1	
Textbook issue for Spring term	
Last day to add a class	

Saturday/Sunday, March 1–2, 2014

EVENT	NOTES

WEEK OF MARCH 3, 2014

Monday, March 3, 2014

EVENT	NOTES
Spring Lesson 2	

Tuesday, March 4, 2014

EVENT	NOTES
Spring Lesson 2	

Wednesday, March 5, 2014

EVENT	NOTES
Spring Lesson 2	

Thursday, March 6, 2014

EVENT	NOTES
Spring Lesson 2	

Friday, March 7, 2014

EVENT	NOTES
Spring Lesson 2	
Last day to drop a class	

Saturday/Sunday, March 8-9, 2014

EVENT	NOTES
Reserve/Monthly Spring Weekend 1	

WEEK OF MARCH 10, 2014

Monday, March 10, 2014

EVENT	NOTES
Spring Lesson 3	

Tuesday, March 11, 2014

EVENT	NOTES
Spring Lesson 3	

Wednesday, March 12, 2014

EVENT	NOTES
Spring Lesson 3	

Thursday, March 13, 2014

EVENT	NOTES
Spring Lesson 3	

Friday, March 14, 2014

EVENT	NOTES
Spring Lesson 3	

Saturday/Sunday, March 15–16, 2014

EVENT	NOTES

WEEK OF MARCH 17, 2014

Monday, March 17, 2014

EVENT	NOTES
Spring Lesson 4	

Tuesday, March 18, 2014

EVENT	NOTES
Spring Lesson 4	

Wednesday, March 19, 2014

EVENT	NOTES
Spring Lesson 4	

Thursday, March 20, 2014

EVENT	NOTES
Spring Lesson 4	

Friday, March 21, 2014

EVENT	NOTES
Spring Lesson 4	

Saturday/Sunday, March 22–23, 2014

EVENT	NOTES

WEEK OF MARCH 24, 2014

Monday, March 24, 2014

EVENT	NOTES
Spring Lesson 5	

Tuesday, March 25, 2014

EVENT	NOTES
Spring Lesson 5	

Wednesday, March 26, 2014

EVENT	NOTES
Spring Lesson 5	

Thursday, March 27, 2014

EVENT	NOTES
Spring Lesson 5	

Friday, March 28, 2014

EVENT	NOTES
Spring Lesson 5	
Last day to withdraw from class	

Saturday/Sunday, March 29–30, 2014

EVENT	NOTES
Reserve/Monthly Spring Weekend 2	

WEEK OF MARCH 31, 2014

Monday, March 31, 2014

EVENT	NOTES
Spring Lesson 6	

Tuesday, April 1, 2014

EVENT	NOTES
Spring Lesson 6	

Wednesday, April 2, 2014

EVENT	NOTES
Spring Lesson 6	

Thursday, April 3, 2014

EVENT	NOTES
Spring Lesson 6	

Friday, April 4, 2014

EVENT	NOTES
Spring Lesson 6	

Saturday/Sunday, April 5–6, 2014

EVENT	NOTES

WEEK OF APRIL 7, 2014

Monday, April 7, 2014

EVENT	NOTES
Spring Lesson 7	

Tuesday, April 8, 2014

EVENT	NOTES
Spring Lesson 7	

Wednesday, April 9, 2014

EVENT	NOTES
Spring Lesson 7	

Thursday, April 10, 2014

EVENT	NOTES
Spring Lesson 7	

Friday, April 11, 2014

EVENT	NOTES
Spring Lesson 7	

Saturday/Sunday, April 12–13, 2014

EVENT	NOTES

WEEK OF APRIL 14, 2014

Monday, April 14, 2014

EVENT	NOTES
Spring Lesson 8	

Tuesday, April 15, 2014

EVENT	NOTES
Spring Lesson 8	

Wednesday, April 16, 2014

EVENT	NOTES
Spring Lesson 8	

Thursday, April 17, 2014

EVENT	NOTES
Spring Lesson 8	

Friday, April 18, 2014

EVENT	NOTES
Spring Lesson 8	

Saturday/Sunday, April 19–20, 2014

EVENT	NOTES

WEEK OF APRIL 21, 2014

Monday, April 21, 2014

EVENT	NOTES
Spring Lesson 9	

Tuesday, April 22, 2014

EVENT	NOTES
Spring Lesson 9	

Wednesday, April 23, 2014

EVENT	NOTES
Spring Lesson 9	

Thursday, April 24, 2014

EVENT	NOTES
Spring Lesson 9	

Friday, April 25, 2014

EVENT	NOTES
Spring Lesson 9	

Saturday/Sunday, April 26–27, 2014

EVENT	NOTES
Reserve/Monthly Spring Weekend 3	

WEEK OF APRIL 28, 2014

Monday, April 28, 2014

EVENT	NOTES
Spring Lesson 10	
Spring textbook return	

Tuesday, April 29, 2014

EVENT	NOTES
Spring Lesson 10	
Spring textbook return	

Wednesday, April 30, 2014

EVENT	NOTES
Spring Lesson 10	
Spring textbook return	

Thursday, May 1, 2014

EVENT	NOTES
Spring Lesson 10	
Spring textbook return	

Friday, May 2, 2014

EVENT	NOTES
Spring Lesson 10	
Spring textbook return	
Spring term ends for traditional calendar students	

Saturday/Sunday, May 3–4, 2014

EVENT	NOTES

WEEK OF MAY 5, 2014

Monday, May 5, 2014

EVENT	NOTES
Research Period	No class/NIU offices open
Textbook issue for Summer term	

Tuesday, May 6, 2014

EVENT	NOTES
Research Period	No class/NIU offices open
Textbook issue for Summer term	

Wednesday, May 7, 2014

EVENT	NOTES
Research Period	No class/NIU offices open
Textbook issue for Summer term	
Spring grades due	

Thursday, May 8, 2014

EVENT	NOTES
Research Period	No class/NIU offices open
Textbook issue for Summer term	

Friday, May 9, 2014

EVENT	NOTES
Research Period	No class/NIU offices open
Textbook issue for Summer term	

Saturday/Sunday, May 10–11, 2014

EVENT	NOTES

WEEK OF MAY 12, 2014

Monday, May 12, 2014

EVENT	NOTES
Summer term begins for traditional calendar students	
Summer Lesson 1	
Textbook issue for Summer term	

Tuesday, May 13, 2014

EVENT	NOTES
Summer Lesson 1	
Textbook issue for Summer term	

Wednesday, May 14, 2014

EVENT	NOTES
Summer Lesson 1	
Textbook issue for Summer term	

Thursday, May 15, 2014

EVENT	NOTES
Summer Lesson 1	
Textbook issue for Summer term	

Friday, May 16, 2014

EVENT	NOTES
Summer Lesson 1	
Textbook issue for Summer term	
Last day to add a class	

Saturday/Sunday, May 17–18, 2014

EVENT	NOTES
Reserve/Monthly Spring Weekend 4—End of R/M Spring term	

WEEK OF MAY 19, 2014

Monday, May 19, 2014

EVENT	NOTES
Summer Lesson 2	

Tuesday, May 20, 2014

EVENT	NOTES
Summer Lesson 2	

Wednesday, May 21, 2014

EVENT	NOTES
Summer Lesson 2	

Thursday, May 22, 2014

EVENT	NOTES
Summer Lesson 2	

Friday, May 23, 2014

EVENT	NOTES
Summer Lesson 2	
Last day to drop a class	

Saturday/Sunday, May 24–25, 2014

EVENT	NOTES

WEEK OF MAY 26, 2014

Monday, May 26, 2014

EVENT	NOTES
Memorial Day	No class/NIU offices closed

Tuesday, May 27, 2014

EVENT	NOTES
Summer Lesson 3	

Wednesday, May 28, 2014

EVENT	NOTES
Summer Lesson 3	

Thursday, May 29, 2014

EVENT	NOTES
Summer Lesson 3	

Friday, May 30, 2014

EVENT	NOTES
Summer Lesson 3	

Saturday/Sunday, May 31–June 1, 2014

EVENT	NOTES

WEEK OF JUNE 2, 2014

Monday, June 2, 2014

EVENT	NOTES
Summer Lesson 3	

Tuesday, June 3, 2014

EVENT	NOTES
Summer Lesson 4	

Wednesday, June 4, 2014

EVENT	NOTES
Summer Lesson 4	

Thursday, June 5, 2014

EVENT	NOTES
Summer Lesson 4	

Friday, June 6, 2014

EVENT	NOTES
Summer Lesson 4	

Saturday/Sunday, June 7–8, 2014

EVENT	NOTES

WEEK OF JUNE 9, 2014

Monday, June 9, 2014

EVENT	NOTES
Summer Lesson 4	
R/M Intensive Term	
Last day to withdraw from class	

Tuesday, June 10, 2014

EVENT	NOTES
Summer Lesson 5	
R/M Intensive Term	

Wednesday, June 11, 2014

EVENT	NOTES
Summer Lesson 5	
R/M Intensive Term	

Thursday, June 12, 2014

EVENT	NOTES
Summer Lesson 5	
R/M Intensive Term	

Friday, June 13, 2014

EVENT	NOTES
Summer Lesson 5	
R/M Intensive Term	

Saturday/Sunday, June 14–15, 2014

EVENT	NOTES

WEEK OF JUNE 16, 2014

Monday, June 16, 2014

EVENT	NOTES
Summer Lesson 5	
R/M Intensive Term	

Tuesday, June 17, 2014

EVENT	NOTES
Summer Lesson 6	
R/M Intensive Term	

Wednesday, June 18, 2014

EVENT	NOTES
Summer Lesson 6	
R/M Intensive Term	

Thursday, June 19, 2014

EVENT	NOTES
Summer Lesson 6	
R/M Intensive Term	

Friday, June 20, 2014

EVENT	NOTES
Summer Lesson 6	
R/M Intensive Term	

Saturday/Sunday, June 21–22, 2014

EVENT	NOTES
Summer Lesson 6	
R/M Intensive Term	

WEEK OF JUNE 23, 2014

Monday, June 23, 2014

EVENT	NOTES
Summer Lesson 6	

Tuesday, June 24, 2014

EVENT	NOTES
Summer Lesson 7	

Wednesday, June 25, 2014

EVENT	NOTES
Summer Lesson 7	

Thursday, June 26, 2014

EVENT	NOTES
Summer Lesson 7	

Friday, June 27, 2014

EVENT	NOTES
Summer Lesson 7	

Saturday/Sunday, June 28–29, 2014

EVENT	NOTES

WEEK OF JUNE 30, 2014

Monday, June 30, 2014

EVENT	NOTES
Summer Lesson 7	

Tuesday, July 1, 2014

EVENT	NOTES
Summer Lesson 8	

Wednesday, July 2, 2014

EVENT	NOTES
Summer Lesson 8	

Thursday, July 3, 2014

EVENT	NOTES
Summer Lesson 8	

Friday, July 4, 2014

EVENT	NOTES
Independence Day	No class/NIU offices closed

Saturday/Sunday, July 5-6, 2014

EVENT	NOTES

WEEK OF JULY 7, 2014

Monday, July 7, 2014

EVENT	NOTES
Summer Lesson 8	
Summer textbook return	

Tuesday, July 8, 2014

EVENT	NOTES
No class	
Summer textbook return	

Wednesday, July 9, 2014

EVENT	NOTES
End of Summer Quarter	
Thesis due date	
Summer textbook return	

Thursday, July 10, 2014

EVENT	NOTES
No class	
Summer textbook return	

Friday, July 11, 2014

EVENT	NOTES
No class	
Summer textbook return	
Summer grades due	

Saturday/Sunday, July 12–13, 2014

EVENT	NOTES

WEEK OF JULY 14, 2014

Monday, July 14, 2014

EVENT	NOTES
No class	

Tuesday, July 15, 2014

EVENT	NOTES
No class	

Wednesday, July 16, 2014

EVENT	NOTES
No class	

Thursday, July 17, 2014

EVENT	NOTES
No class	

Friday, July 18, 2014

EVENT	NOTES
No class	

Saturday/Sunday, July 19–20, 2014

EVENT	NOTES

WEEK OF JULY 21, 2014

Monday, July 21, 2014

EVENT	NOTES
No class	

Tuesday, July 22, 2014

EVENT	NOTES
No class	

Wednesday, July 23, 2014

EVENT	NOTES
No class	

Thursday, July 24, 2014

EVENT	NOTES
Graduation Rehearsal	

Friday, July 25, 2014

EVENT	NOTES
Graduation Ceremony	

Saturday/Sunday, July 26–27, 2014

EVENT	NOTES

WEEK OF JULY 28, 2014

Monday, July 28, 2014

EVENT	NOTES

Tuesday, July 29, 2014

EVENT	NOTES

Wednesday, July 30, 2014

EVENT	NOTES

Thursday, July 31, 2014

EVENT	NOTES

Friday, August 1, 2014

EVENT	NOTES

Saturday/Sunday, August 2-3, 2014

EVENT	NOTES

WEEK OF AUGUST 4, 2014

Monday, August 4, 2014

EVENT	NOTES

Tuesday, August 5, 2014

EVENT	NOTES

Wednesday, August 6, 2014

EVENT	NOTES

Thursday, August 7, 2014

EVENT	NOTES

Friday, August 8, 2014

EVENT	NOTES

Saturday/Sunday, August 9–10, 2014

EVENT	NOTES

WEEK OF AUGUST 11, 2014

Monday, August 11, 2014

EVENT	NOTES
Full-time military students report	

Tuesday, August 12, 2014

EVENT	NOTES

Wednesday, August 13, 2014

EVENT	NOTES

Thursday, August 14, 2014

EVENT	NOTES
Full-time student orientation begins	

Friday, August 15, 2014

EVENT	NOTES
Full-time student orientation	

Saturday/Sunday, August 16–17, 2014

EVENT	NOTES

WEEK OF AUGUST 18, 2014

Monday, August 18, 2014

EVENT	NOTES
Full-time student orientation	

Tuesday, August 19, 2014

EVENT	NOTES
Full-time student orientation	

Wednesday, August 20, 2014

EVENT	NOTES
Full-time student orientation	

Thursday, August 21, 2014

EVENT	NOTES
Full-time student orientation	

Friday, August 22, 2014

EVENT	NOTES
Full-time student orientation	
Part-time student orientation	

Saturday/Sunday, August 23–24, 2014

EVENT	NOTES
Reserve/Monthly Fall Weekend 1	

WEEK OF AUGUST 25, 2014

Monday, August 25, 2014

EVENT	NOTES
Fall term begins for traditional calendar students	
NIU Convocation (mandatory for Full-time students)	
Fall Lesson 1	

Tuesday, August 26, 2014

EVENT	NOTES
Fall Lesson 1	

Wednesday, August 27, 2014

EVENT	NOTES
Fall Lesson 1	

Thursday, August 28, 2014

EVENT	NOTES
Fall Lesson 1	

Friday, August 29, 2014

EVENT	NOTES
Fall Lesson 1	

Saturday/Sunday, August 30–31, 2014

EVENT	NOTES